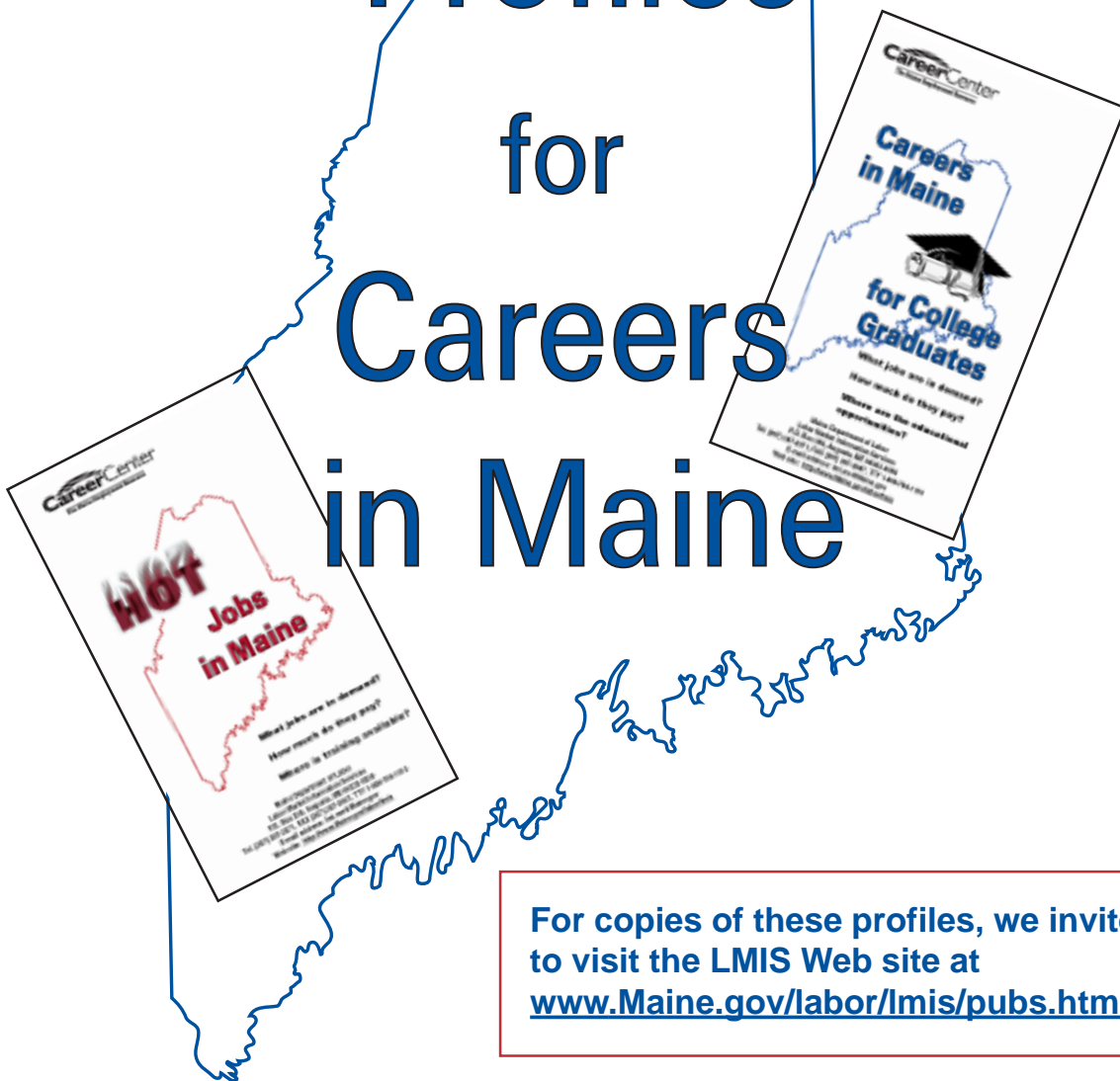


Occupational Profiles for Careers in Maine



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JOHN ELIAS BALDACCI
GOVERNOR

STATE OF MAINE
DEPARTMENT OF LABOR
DIVISION OF LABOR MARKET INFORMATION SERVICES
19 UNION STREET
AUGUSTA, MAINE
04330-6826

LAURA A. FORTMAN
COMMISSIONER

JOHN DORRER
DIVISION DIRECTOR

Occupational Profiles for Careers in Maine

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Robert Kelley, Operations Manager

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PHONE: (207) 287-2271 (Voice)

TTY: 1-800-794-1110

FAX: (207) 287-2947

Preface

This 2004 edition of *Occupational Profiles for Careers in Maine* is a guide to help job seekers learn important details about a wide variety of career fields. It is more comprehensive, and hopefully more valuable, than previous versions because it compiles descriptions for all occupations listed in both the *Hot Jobs in Maine* and *Careers in Maine for College Graduates* brochures. The Table of Contents accommodates finding those occupations easily, as well as locating information by the new Standard Occupational Classification (SOC) Code and Title.

Each of the 110 occupational profiles begins with a Job Description, followed by a series of work and worker characteristics organized by subtitle. Those subtitles are Wages, Employment, Industry Sectors, Education/Training/Work Experience, Transferable Work Content Skills, Aptitudes, Physical Abilities, Physical Demands, Specialties and Similar Occupations, and a new feature-Web Sites. The primary sources of this data are CHOICES CT by Bridges (Career guidance software) and the U.S. Bureau of Labor Statistics Occupational Employment Statistics (OES) Program.

To follow up on related services and training sponsored by the Maine Department of Labor or for directions to the nearest CareerCenter, call 1-888-457-8883 or visit their web site at www.mainecareercenter.com.

To obtain additional labor market information, call the Maine Department of Labor, **Labor Market Information Services** at (207) 287-2271 or visit our web site at www.Maine.gov/labor/lmis.

For questions about this publication, contact Suzanne Thivierge at (207) 287-9254 or Suzanne.Thivierge@Maine.gov. at Maine Department of Labor, Labor Market Information Services, 19 Union Street, Augusta, ME 04330. Also, please consider using the ***Customer Satisfaction-How Can We Improve?*** form to help us better meet your needs or to share your comments with us about this product.

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Standard Occupational Classification (SOC) Code Order

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Chief Executives

Occupational Profile for Maine

O*NET 11-1011.00

Job Description

Provides overall direction and management for federal, state, and local government activities. Directs the activities of governmental agencies with the help of lower level managers.

Wages

Their average wage in Maine in 2001 was \$46.39 per hour. This would be equivalent to \$8,041 per month or \$96,491 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Chief Executives employed in Maine in 2000 was 2,218. It is projected that in 2010 there will be 2,444. This represents a growth rate of 10.2% over this period. Growth plus replacement needs are estimated to average about 93 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Chief Executives in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Engineering & Management Services	11.4 %
Health Services	7.6 %
Depository Institutions	6.6 %

Education, Training, and Work Experience

Bachelor's degree or higher, plus work experience

Some top executives in the public sector have a background in public administration or liberal arts. Others might have a background related to their jobs. For example, a health commissioner might have a graduate degree in health services administration or business administration.

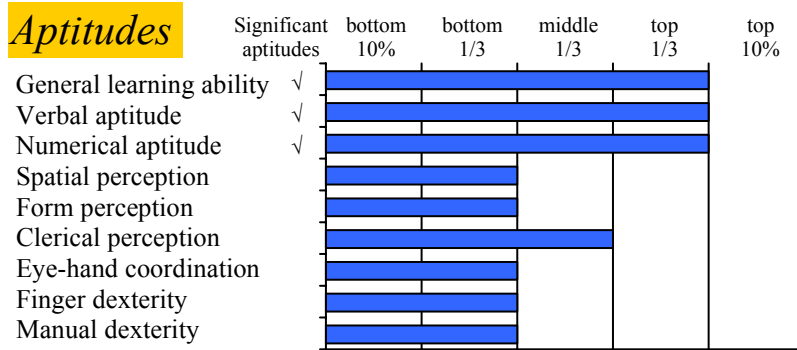
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Business, General (52.0101)
- Business Administration and Management, General (52.0201)
- Business Administration and Management, Other (52.0299)
- Business/Managerial Economics (52.0601)

Transferable Work Content Skills

- Managing and directing people and programs (high level)
- Formulating program policy and goals (high level)
- Negotiating staff policies and disputes (high level)
- Hiring and supervising staff (high level)
- Planning and administering budgets (high level)
- Preparing project status reports (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

• Human Resources Program Administrator

Plans, organizes, and directs programs that provide public services for people. These programs offer services in a wide variety of areas, such as employment and training or health and consumer services. Directs staff, interprets policies, enforces rules, and prepares budgets and reports. May oversee several departments, each headed by an experienced manager, that specialize in one personnel activity such as employment, compensation, benefits, training, or employee relations.

• Natural Resources Program Administrator

Directs programs and agencies that preserve, manage, and restore our natural resources. May manage public park or fish and wildlife preserves. Directs staff, interprets policies, enforces rules, and prepares budgets and reports.

• Public Financing Program Administrator

Directs government agencies that set money and tax policies. Collects, holds, and distributes funds. Directs programs such as vehicle licensing, tax and customs collection, and bonding. Directs staff work and prepares reports. May interpret laws and set policy.

• Public Safety and Corrections Manager

Directs programs that promote public safety and order. Directs activities in police and fire departments, public safety agencies, and prisons. Directs staff, interprets policies, enforces rules, and prepares budgets.

• Regional Development Program Manager

Directs programs or agencies concerned with planning, managing and developing city and rural areas. Works in such areas as housing, road building, waste disposal, and urban renewal. Gathers information and prepares budgets. Directs staff work and prepares reports.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

General and Operations Managers

Occupational Profile for Maine

O*NET 11-1021.00

Job Description

Provides overall direction for organizations. Determines and formulates policies and strategies. Plans, directs, and coordinates operational activities with the help of middle managers.

Wages

Their average wage in Maine in 2001 was \$27.98 per hour. This would be equivalent to \$4,850 per month or \$58,198 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of General and Operations Managers employed in Maine in 2000 was 12,268. It is projected that in 2010 there will be 13,262. This represents a growth rate of 8.1% over this period. Growth plus replacement needs are estimated to average about 305 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of General and Operations Managers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Food Stores	6.4 %
Local Government, Except Education & Hospitals	6.3 %
Wholesale Trade, Durable Goods	6.1 %

Education, Training, and Work Experience

Bachelor's degree or higher, plus work experience

The formal education and experience of top executives varies as widely as the nature of their responsibilities. Many top executives have a bachelor's or higher degree in business administration or liberal arts. Managers who have experience in a particular field, such as accounting or engineering, may attend executive development programs to facilitate their promotion to an even higher level. Virtually all town, city, and county managers have at least a bachelor's degree, and the majority hold a master's degree.

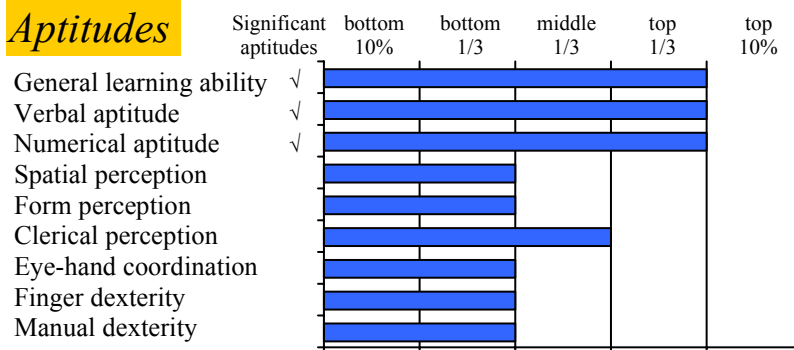
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Business, General (52.0101)
- Business Administration and Management, General (52.0201)
- Business Administration and Management, Other (52.0299)
- Business/Managerial Economics (52.0601)
- Hospitality Services Management, Other (52.0999)
- International Business (52.1101)

Transferable Work Content Skills

- Managing and directing people and programs (high level)
- Formulating program policy and goals (high level)
- Negotiating staff policies and disputes (high level)
- Hiring and supervising staff (high level)
- Planning and administering budgets (high level)
- Preparing project status reports (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Manager, Department (DOT 189.167-022)

Directs and coordinates, through subordinate supervisors, department activities in commercial, industrial, or service establishment.

- Manager, Department Store (DOT 185.117-010)

Directs and coordinates, through subordinate managerial personnel, activities of department store selling lines of merchandise in specialized departments.

- Manager, Industrial Organization (DOT 189.117-022)

Directs and coordinates activities of industrial organization to obtain optimum efficiency and economy of operations and maximize profits.

- President (DOT 189.117-026)

Plans, develops, and establishes policies and objectives of business organization in accordance with board directives and corporation charter.

- President, Financial Institution (DOT 186.117-054)

Plans, develops, and directs financial policies and practices of bank, savings bank, commercial bank, trust company, mortgage company, credit union, or company dealing in consumer credit, such as finance company, to ensure that financial objectives, goals, and institutional growth are met and in accordance with policies of Board of Directors or corporate charter and government regulations.

- Program Manager (DOT 189.167-030)

Manages program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives.

- Vice President (DOT 189.117-034)

Directs and coordinates activities of one or more departments, such as engineering, operations, or sales, or major division of business organization, and aids chief administrative officer in formulating and administering organization policies.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- National Management Association - <http://www.nma1.org>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Advertising and Promotions Managers

Occupational Profile for Maine

O*NET 11-2011.00

Job Description

Plans and directs advertising policies and programs to create or promote interest in a product or service.

Wages

Their average wage in Maine in 2001 was \$25.02 per hour. This would be equivalent to \$4,337 per month or \$52,042 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Advertising and Promotions Managers employed in Maine in 2000 was 406. It is projected that in 2010 there will be 507. This represents a growth rate of 24.9% over this period. Growth plus replacement needs are estimated to average about 16 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Advertising and Promotions Managers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Business Services	20.0 %
Printing & Publishing	10.8 %
Depository Institutions	8.4 %

Education, Training, and Work Experience

Bachelor's degree or higher, plus work experience

A wide range of educational backgrounds are suitable for entry into these jobs. Many employers prefer a broad liberal arts background. A bachelor's degree in sociology, psychology, literature, or philosophy is acceptable. For advertising management positions, some employers prefer a bachelor's degree in advertising or journalism. A course of study should include marketing, consumer behavior, market research, sales, communication methods and technology, and visual arts -- for example, art history and photography. Some associations offer certification programs for advertising managers. Certification -- a sign of competence and achievement in this field -- is particularly important in a competitive job market. While relatively few advertising managers currently are certified, the number of managers who seek certification is expected to grow.

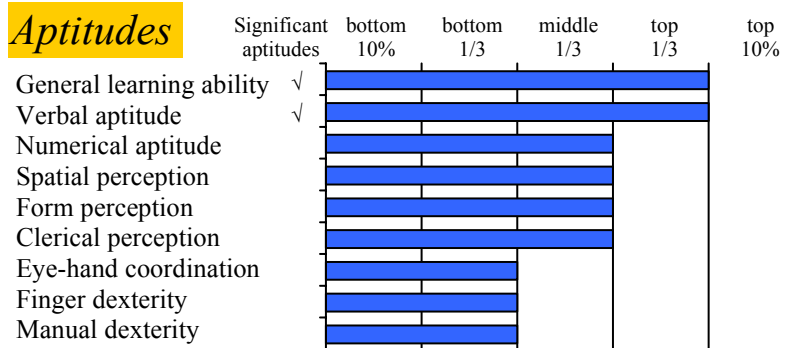
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Advertising (09.0201)

Transferable Work Content Skills

- Managing and directing people and programs (high level)
- Formulating program policy and goals (high level)
- Negotiating staff policies and disputes (high level)
- Hiring and supervising staff (high level)
- Selling products or services (high level)
- Researching business problems to develop solutions (high level)
- Planning staff work tasks (high level)
- Planning and administering budgets (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Far vision ... (medium level)
- Color discrimination ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Account Executive (DOT 164.167-010)

Plans, coordinates, and directs advertising campaign for clients of advertising agency.

- Manager, Advertising Agency (DOT 164.117-014)

Directs activities of advertising agency.

- Manager, Promotion (DOT 163.117-018)

Plans and administers sales policies and programs to foster and promote hotel patronage.

- Media Director (DOT 164.117-018)

Plans and administers media programs in advertising department.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- Sales and Marketing Executives International - <http://www.smei.org>
- American Marketing Association - <http://www.marketingpower.com>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Marketing Managers Occupational Profile for Maine

O*NET 11-2021.00

Job Description

Plans, directs, and coordinates activities to determine the demand for products and services offered by a firm.

Wages

Their average wage in Maine in 2001 was \$31.05 per hour. This would be equivalent to \$5,382 per month or \$64,584 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Marketing Managers employed in Maine in 2000 was 744. It is projected that in 2010 there will be 906. This represents a growth rate of 21.8% over this period. Growth plus replacement needs are estimated to average about 27 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Marketing Managers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Business Services	23.5 %
Depository Institutions	8.0 %
Engineering & Management Services	7.2 %

Education, Training, and Work Experience

Bachelor's degree or higher, plus work experience

A wide range of educational backgrounds are suitable for entry into these jobs. Many employers prefer a broad liberal arts background. A bachelor's degree in sociology, psychology, literature, or philosophy is acceptable. For marketing, sales, and promotion management positions, some employers prefer a bachelor's or master's degree in business administration with an emphasis on marketing. Courses in business law, economics, accounting, finance, mathematics, and statistics are advantageous. In highly technical industries, such as computer and electronics manufacturing, a bachelor's degree in engineering or science, combined with a master's degree in business administration, is preferred. Some associations offer certification programs for marketing managers. Certification -- a sign of competence and achievement in this field -- is particularly important in a competitive job market. While relatively few marketing managers currently are certified, the number of managers who seek certification is expected to grow.

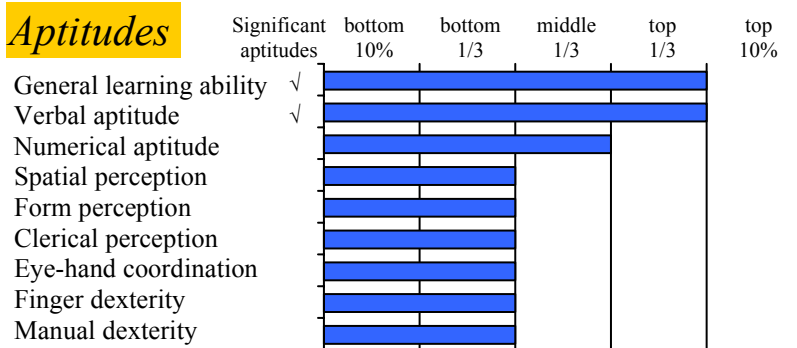
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- General Marketing Operations (08.0708)
- Public Relations and Organizational Communications (09.0501)
- Business Marketing and Marketing Management (52.1401)
- Marketing Research (52.1402)
- International Business Marketing (52.1403)
- Marketing Management and Research, Other (52.1499)

Transferable Work Content Skills

- Managing and directing people and programs (high level)
- Formulating program policy and goals (high level)
- Negotiating staff policies and disputes (high level)
- Hiring and supervising staff (high level)
- Selling products or services (high level)
- Researching business problems to develop solutions (high level)
- Planning staff work tasks (high level)
- Planning and administering budgets (high level)
- Preparing project status reports (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Color discrimination ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Director, Media Marketing (DOT 163.117-022)

Plans and administers marketing and distribution of broadcasting television programs and negotiates agreements for ancillary properties, such as copyrights and distribution rights for films and audiovisual materials.

- Fashion Coordinator (DOT 185.157-010)

Promotes new fashions and coordinates promotional activities, such as fashion shows, to induce consumer acceptance.

- Manager, World Trade and Maritime Division (DOT 187.167-170)

Directs activities of world trade department in chamber of commerce to assist business concerns in developing and utilizing foreign markets.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Sales Managers

Occupational Profile for Maine

O*NET 11-2022.00

Job Description

Plans, directs, and coordinates sales activities. Establishes sales territories, quotas, goals, and training programs for sales representatives.

Wages

Their average wage in Maine in 2001 was \$30.34 per hour. This would be equivalent to \$5,259 per month or \$63,107 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Sales Managers employed in Maine in 2000 was 1,163. It is projected that in 2010 there will be 1,455. This represents a growth rate of 25.1% over this period. Growth plus replacement needs are estimated to average about 46 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Sales Managers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Auto Dealers & Service Stations	11.0 %
Wholesale Trade, Nondurable Goods	10.9 %
Wholesale Trade, Durable Goods	8.4 %

Education, Training, and Work Experience

Bachelor's degree or higher, plus work experience

A wide range of educational backgrounds are suitable for entry into these jobs. Many employers prefer a broad liberal arts background. A bachelor's degree in sociology, psychology, literature, or philosophy is acceptable. For marketing, sales, and promotion management positions, some employers prefer a bachelor's or master's degree in business administration with an emphasis on marketing. Courses in business law, economics, accounting, finance, mathematics, and statistics are advantageous. In highly technical industries, such as computer and electronics manufacturing, a bachelor's degree in engineering or science, combined with a master's degree in business administration, is preferred. Some associations offer certification programs for sales managers. Certification -- a sign of competence and achievement in this field -- is particularly important in a competitive job market. For example, Sales and Marketing Executives International offers a management certification program based on education and job performance.

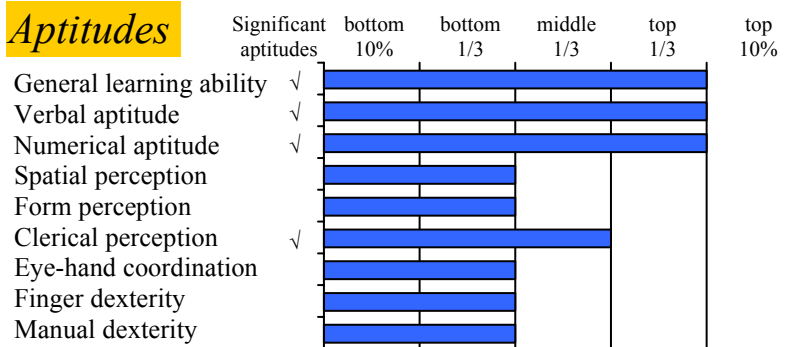
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Business Marketing and Marketing Management (52.1401)

Transferable Work Content Skills

- Demonstrating products and services (high level)
- Managing and directing people and programs (high level)
- Negotiating staff policies and disputes (high level)
- Hiring and supervising staff (high level)
- Coordinating worker activities (high level)
- Selling products or services (high level)
- Handling customer complaints (high level)
- Planning staff work tasks (high level)
- Planning and administering budgets (high level)
- Preparing and maintaining work logs and reports (high level)
- Processing sales and purchasing information (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Far vision ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Area Supervisor, Retail Chain Store (DOT 185.117-014)

Directs and coordinates activities of subordinate managerial personnel involved in operating retail chain stores in assigned area.

- Field Representative (DOT 163.267-010)

Monitors dealers and distributors to ensure efficiency of franchise operation.

- Manager, Customer Technical Services (DOT 189.117-018)

Directs and coordinates activities of department in manufacturing establishment concerned with providing customers technical services in conjunction with marketing activities.

- Manager, Export (DOT 163.117-014)

Directs foreign sales and service outlets of an organization.

- Manager, Sales (DOT 163.167-018)

Manages sales activities of establishment.

- Manager, Vehicle Leasing and Rental (DOT 187.167-162)

Manages automobile and truck leasing business.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Public Relations Managers Occupational Profile for Maine

O*NET 11-2031.00

Job Description

Plans and directs public relations programs designed to create and maintain a favorable public image for employer or client; or if engaged in fundraising, plans and directs activities to solicit and maintain funds for special projects and nonprofit organizations.

Wages

Their average wage in Maine in 2001 was \$23.26 per hour. This would be equivalent to \$4,032 per month or \$48,381 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Public Relations Managers employed in Maine in 2000 was 336. It is projected that in 2010 there will be 447. This represents a growth rate of 33% over this period. Growth plus replacement needs are estimated to average about 16 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Public Relations Managers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Engineering & Management Services	17.1 %
Social Services	16.5 %
Educational Services	12.2 %

Education, Training, and Work Experience

Information Unavailable: Information is not available for this sub-heading area and those that follow. Recent changes in the occupational coding structure have resulted in the addition of some newly defined occupations for which data is still needed.

To get a general idea of similar work and worker characteristics, you may refer to an occupation within the same major group (having the same first two digits in the Standard Occupational Classification (SOC) code).

Transferable Work Content Skills

Information Unavailable

Aptitudes

Information Unavailable

Physical Abilities

Information Unavailable

Physical Demands

Information Unavailable

Specialties and Similar Occupations

Information Unavailable

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Computer and Information Systems Managers

Occupational Profile for Maine

O*NET 11-3021.00

Job Description

Manages, plans, directs, and coordinates information system and computer programming activities.

Wages

Their average wage in Maine in 2001 was \$32.02 per hour. This would be equivalent to \$5,550 per month or \$66,602 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Computer and Information Systems Managers employed in Maine in 2000 was 1,314. It is projected that in 2010 there will be 1,722. This represents a growth rate of 31.1% over this period. Growth plus replacement needs are estimated to average about 63 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Computer and Information Systems Managers in Maine in 2001 were:

Industry	Percentage
Business Services	15.2 %
Miscellaneous Retail Stores	12.4 %
Engineering & Management Services	7.1 %

Education, Training, and Work Experience

Bachelor's degree or higher, plus work experience

Many computer and information systems managers have experience as systems analysts; others may have experience as computer support specialists, programmers, or other information technology professionals. A bachelor's degree is usually required for management positions, although employers often prefer a graduate degree, especially a master's degree in business administration (MBA) with technology as a core component. This degree differs from a traditional MBA in that there is a heavy emphasis on information technology in addition to the standard business curriculum. A few computer and information systems managers may have only an associate degree, provided they have sufficient experience and were able to learn additional skills on the job.

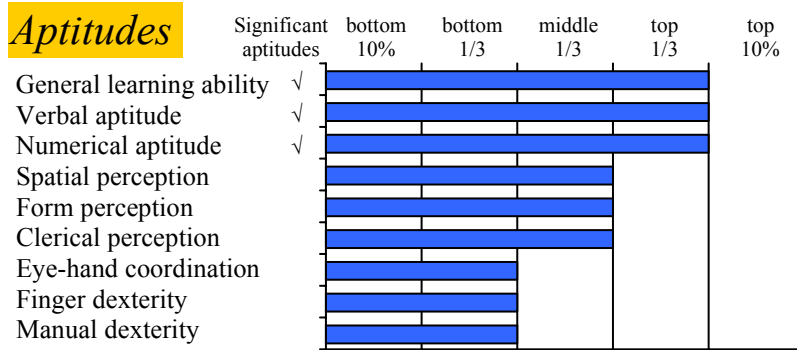
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Business Administration and Management, General (52.0201)

Transferable Work Content Skills

- Operating communications equipment (high level)
- Managing and directing people and programs (high level)
- Hiring and supervising staff (high level)
- Coordinating worker activities (high level)
- Transmitting information electronically (high level)
- Planning project activities (high level)
- Planning staff work tasks (high level)
- Planning and administering budgets (high level)
- Preparing technical or research reports (high level)
- Preparing project status reports (high level)
- Processing data on computers (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Manager, Computer Operations (DOT 169.167-082)

Directs and coordinates activities of workers engaged in computer operations.

- Manager, Data Processing (DOT 169.167-030)

Directs and coordinates development and production activities of data processing department.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Financial Managers

Occupational Profile for Maine

O*NET 11-3031.00

Job Description

Directs and coordinates the financial activities of an establishment.

Wages

Their average wage in Maine in 2001 was \$28.76 per hour. This would be equivalent to \$4,985 per month or \$59,821 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Financial Managers employed in Maine in 2000 was 2,731. It is projected that in 2010 there will be 3,102. This represents a growth rate of 13.6% over this period. Growth plus replacement needs are estimated to average about 79 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Financial Managers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Depository Institutions	20.3 %
Social Services	6.0 %
Engineering & Management Services	4.8 %

Education, Training, and Work Experience

Bachelor's degree or higher, plus work experience

A bachelor's degree in finance, accounting, economics, or business administration is the minimum academic preparation for financial managers. However, many employers increasingly seek graduates with a master's degree, preferably in business administration, economics, finance, or risk management.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Accounting (52.0301)
- Finance, General (52.0801)
- Actuarial Science (52.0802)
- Banking and Financial Support Services (52.0803)
- Financial Planning (52.0804)
- International Finance (52.0806)
- Public Finance (52.0808)
- Financial Management and Services, Other (52.0899)

Transferable Work Content Skills

- Giving advice on financial matters (high level)
- Managing and directing people and programs (high level)
- Negotiating staff policies and disputes (high level)
- Explaining banking, loan, and financial services (high level)
- Planning and administering budgets (high level)
- Examining and evaluating financial records (high level)
- Preparing financial reports (high level)
- Preparing and organizing numerical records (high level)

Aptitudes

	Significant aptitudes	bottom 10%	bottom 1/3	middle 1/3	top 1/3	top 10%
General learning ability	√					
Verbal aptitude	√					
Numerical aptitude	√					
Spatial perception						
Form perception						
Clerical perception	√					
Eye-hand coordination						
Finger dexterity						
Manual dexterity						

Physical Abilities

- Near vision ... (medium level)
- Far vision ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Manager, Credit and Collection (DOT 169.167-086)

Directs and coordinates activities of workers engaged in conducting credit investigations and collecting delinquent accounts of customers.

- Manager, Exchange Floor (DOT 186.117-086)

Directs floor operations of brokerage firm engaged in buying and selling securities at exchange.

- Manager, Financial Institution (DOT 186.167-086)

Manages branch or office of financial institutions, such as commercial bank, credit union, finance company, mortgage company, savings bank, or trust company.

- Operations Officer (DOT 186.137-014)

Supervises and coordinates activities of personnel involved in performing internal operations in department or branch office of financial institution.

- Risk and Insurance Manager (DOT 186.117-066)

Plans, directs, and coordinates risk and insurance programs of establishment to control risks and losses.

- Treasurers, Controllers, and Chief Financial Officers (O*NET 13002A)

Plan, direct, and coordinate the financial activities of an organization at the highest level of management. Include financial reserve officers.

- Trust Officer (DOT 186.117-074)

Directs and coordinates activities relative to creating and administering personal, corporate, probate, and court-ordered guardianship trusts in accordance with terms creating trust, will, or court order.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Education Administrators, Preschool and Child Care Center/Program

Occupational Profile for Maine

O*NET 11-9031.00

Job Description

Plans, directs, or coordinates the academic and nonacademic activities of preschool and child care centers or programs.

Wages

Their average wage in Maine in 2001 was \$17.32 per hour. This would be equivalent to \$3,002 per month or \$36,026 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Education Administrators, Preschool and Child Care Center/Program employed in Maine in 2000 was 194. It is projected that in 2010 there will be 253. This represents a growth rate of 30.4% over this period. Growth plus replacement needs are estimated to average about 11 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors

(by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Education Administrators, Preschool and Child Care Center/Program in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Social Services	82.0 %
Local Government, Except Education & Hospitals	6.2 %
Membership Organizations	3.9 %
Educational Services	3.9 %

Education, Training, and Work Experience

Information Unavailable: Information is not available for this sub-heading area and those that follow. Recent changes in the occupational coding structure have resulted in the addition of some newly defined occupations for which data is still needed.

To get a general idea of similar work and worker characteristics, you may refer to an occupation within the same major group (having the same first two digits in the Standard Occupational Classification (SOC) code).

Transferable Work Content Skills

Information Unavailable

Aptitudes

Information Unavailable

Physical Abilities

Information Unavailable

Physical Demands

Information Unavailable

Specialties and Similar Occupations

Information Unavailable

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: *Choices* © – A product of *Bridges.com*.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Education Administrators, Elementary and Secondary School

Occupational Profile for Maine

O*NET 11-9032.00

Job Description

Plans, develops, and administers programs to provide educational opportunities for students. Monitors programs for effectiveness and compliance with federal, state, and local regulations.

Wages

Their average wage in Maine in 2001 was \$56,307 per year.

Employment

The estimated number of Education Administrators, Elementary and Secondary School employed in Maine in 2000 was 1,465. It is projected that in 2010 there will be 1,489. This represents a growth rate of 1.6% over this period. Growth plus replacement needs are estimated to average about 40 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Education Administrators, Elementary and Secondary School in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Educational Services	98.4 %
Social Services	0.9 %
State Government, Except Education & Hospitals	0.7 %

Education, Training, and Work Experience

Master's degree

In most public schools, principals, assistant principals, and school administrators in central offices need a master's degree in education administration or educational supervision. Some principals and central office administrators have a doctorate or specialized degree in education administration. In private schools, which are not subject to State certification requirements, some principals and assistant principals hold only a bachelor's degree; however, the majority have a master's or doctoral degree. Most States require principals to be licensed as school administrators.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Education Administration and Supervision, General (13.0401)
- Educational Supervision (13.0404)
- Elementary, Middle and Secondary Education Administration (13.0405)
- certification required

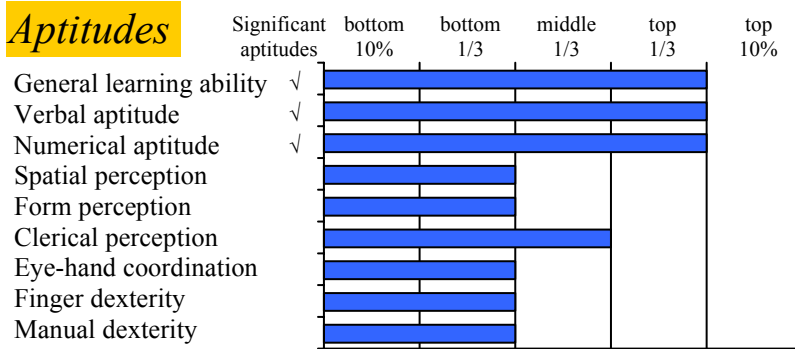
Occupational License is required for most employment in Maine. For more information, contact:

Department of Education, Office of Certification, 23 State House Station, Augusta Complex, Augusta, ME 04333 Tel. (207) 624-6603

Transferable Work Content Skills

- Teaching education and training programs (high level)
- Managing and directing people and programs (high level)
- Negotiating staff policies and disputes (high level)
- Evaluating worker performance (high level)
- Coordinating worker activities (high level)
- Planning education and training programs (high level)
- Planning and administering budgets (high level)
- Preparing project status reports (high level)
- Evaluating student work (high level)
- Preparing educational materials (high level)
- Working as a member of an education team (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

- Assistant Principal (DOT 091.107-010)
Administers school student personnel program in primary or secondary school, and counsels and disciplines students, performing any combination of following tasks.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- National Association of Secondary School Principals - <http://www.nassp.org>
- National Association of Elementary School Principals - <http://www.naesp.org>
- American Association of Collegiate Registrars and Admissions Officers - <http://www.aacrao.org>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Medical and Health Services Managers

Occupational Profile for Maine

O*NET 11-9111.00

Job Description

Plans, directs, and coordinates medicine and health services in hospitals, clinics, managed care facilities, public health agencies, or similar organizations. Includes hospital administrators, long-term care administrators, and other health care facility administrators.

Wages

Their average wage in Maine in 2001 was \$28.38 per hour. This would be equivalent to \$4,919 per month or \$59,030 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Medical and Health Services Managers employed in Maine in 2000 was 1,653. It is projected that in 2010 there will be 2,164. This represents a growth rate of 30.9% over this period. Growth plus replacement needs are estimated to average about 80 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors

(by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Medical and Health Services Managers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Health Services	74.7 %
State Government, Except Education & Hospitals	6.1 %
Social Services	4.0 %

Education, Training, and Work Experience

Master's degree

A master's degree in health services administration, long-term care administration, health sciences, public health, public administration, or business administration is the standard credential for most generalist positions in this field. However, a bachelor's degree is adequate for some entry-level positions in smaller facilities and at the departmental level within healthcare organizations.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Health System/Health Services Administration (51.0701)
- Hospital/Health Facilities Administration (51.0702)
- Health Unit Manager/Ward Supervisor (51.0704)
- Health and Medical Administrative Services, Other (51.0799)
- Nursing Administration (Post-R.N.) (51.1602)

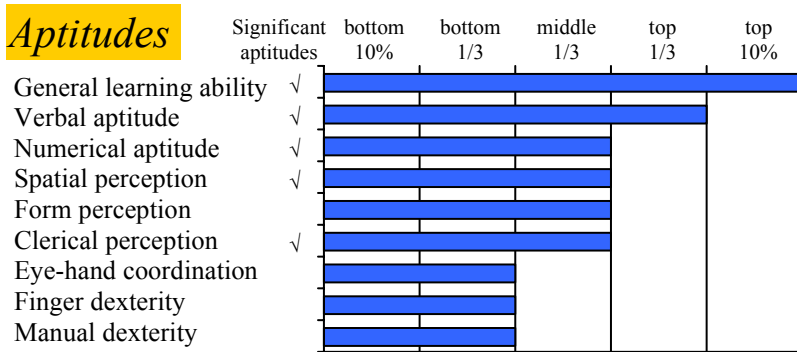
Occupational License is required for most employment in Maine. For more information, contact:

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station,
112 Northern Avenue, Gardiner, ME 04345 Tel. (207) 624-8603

Transferable Work Content Skills

- Managing and directing people and programs (high level)
- Formulating program policy and goals (high level)
- Negotiating staff policies and disputes (high level)
- Hiring and supervising staff (high level)
- Evaluating worker performance (high level)
- Working as a member of a health services team (high level)
- Planning and administering budgets (high level)
- Preparing project status reports (high level)

Aptitudes



Physical Abilities

- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

- Administrator, Health Care Facility (DOT 187.117-010)
Directs administration of hospital, nursing home, or other health care facility within authority of governing board.
- Coordinator of Rehabilitation Services (DOT 076.117-010)
Plans, administers, and directs operation of health rehabilitation programs, such as physical, occupational, recreational, and speech therapies.
- Director, Outpatient Services (DOT 187.117-058)
Supervises and directs activities of outpatient clinic and coordinates activities of clinic with those of other hospital departments.
- Emergency Medical Services Coordinator (DOT 079.117-010)
Directs medical emergency service program.
- Medical-Record Administrator (DOT 079.167-014)
Plans, develops, and administers health information system for health care facility consistent with standards of accrediting and regulatory agencies and requirements of health care system.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- Association of University Programs in Health Administration - <http://www.aupha.org>
- American College of Healthcare Executives - <http://www.ache.org>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Property, Real Estate, and Community Association Managers

Occupational Profile for Maine

O*NET 11-9141.00

Job Description

Plans, directs, and coordinates the buying, selling, leasing, or governance activities of commercial, industrial, or residential real estate properties.

Wages

Their average wage in Maine in 2001 was \$17.97 per hour. This would be equivalent to \$3,115 per month or \$37,378 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Property, Real Estate, and Community Association Managers employed in Maine in 2000 was 1,295. It is projected that in 2010 there will be 1,425. This represents a growth rate of 10% over this period. Growth plus replacement needs are estimated to average about 34 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Property, Real Estate, and Community Association Managers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Real Estate	51.1 %
Agricultural Services	28.4 %
Local Government, Except Education & Hospitals	10.8 %

Education, Training, and Work Experience

Bachelor's degree

Most employers prefer to hire college graduates for property management positions. Entrants with degrees in business administration, accounting, finance, real estate, public administration, or related fields are preferred, but those with degrees in the liberal arts also may qualify.

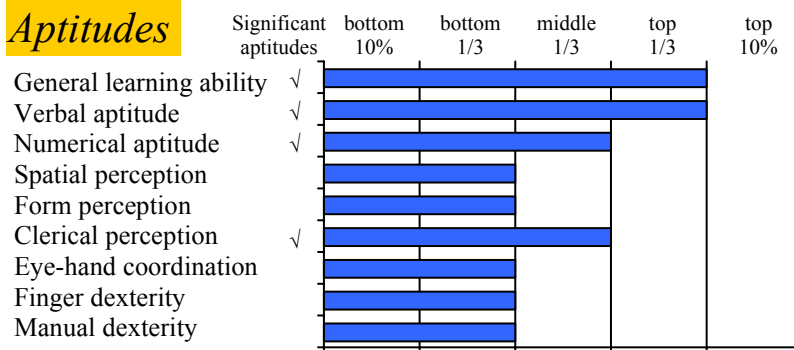
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Real Estate (52.1501)
- may require license

Transferable Work Content Skills

- Selling products or services (medium level)
- Giving information on insurance services (medium level)
- Providing lodging or meal facilities (medium level)
- Reviewing and evaluating real estate value and records (medium level)
- Preparing orders for supplies (medium level)
- Compiling and recording office and business records (medium level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Condominium Manager (DOT 186.167-062)
Manages condominium complex in accordance with homeowners' property management contract.
- Government Property Inspectors and Investigators (O*NET 21911H)
Investigate or inspect government property to ensure compliance with contract agreements and government regulations.
- Manager, Apartment House (DOT 186.167-018)
Manages apartment house complex or development for owners or property management firm.
- Manager, Housing Project (DOT 186.167-030)
Directs operations of housing project to provide low-income or military families, welfare recipients, or other eligible individuals with furnished or unfurnished housing in single or multiunit dwellings or house trailers.
- Manager, Property (DOT 186.167-046)
Manages commercial, industrial, or residential real estate properties for clients.
- Manager, Real-Estate Firm (DOT 186.167-066)
Directs and coordinates activities of sales staff for real estate firm.
- Rental Manager, Public Events Facilities (DOT 186.117-062)
Negotiates contracts for leasing arenas, auditoriums, stadiums, or other public events facilities.
- Superintendent, Building (DOT 187.167-190)
Directs activities of workers engaged in operating and maintaining facilities and equipment in buildings such as apartment houses or office buildings.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- Institute of Real Estate Management - <http://www.irem.org>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Social and Community Service Managers

Occupational Profile for Maine

O*NET 11-9151.00

Job Description

Plans, directs, and coordinates activities of social service agencies or community outreach programs.

Wages

Their average wage in Maine in 2001 was \$19.27 per hour. This would be equivalent to \$3,340 per month or \$40,082 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Social and Community Service Managers employed in Maine in 2000 was 1,164. It is projected that in 2010 there will be 1,588. This represents a growth rate of 36.4% over this period. Growth plus replacement needs are estimated to average about 64 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Social and Community Service Managers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Social Services	56.5 %
State Government, Except Education & Hospitals	13.9 %
Health Services	13.8 %

Education, Training, and Work Experience

Bachelor's degree or higher, plus work experience

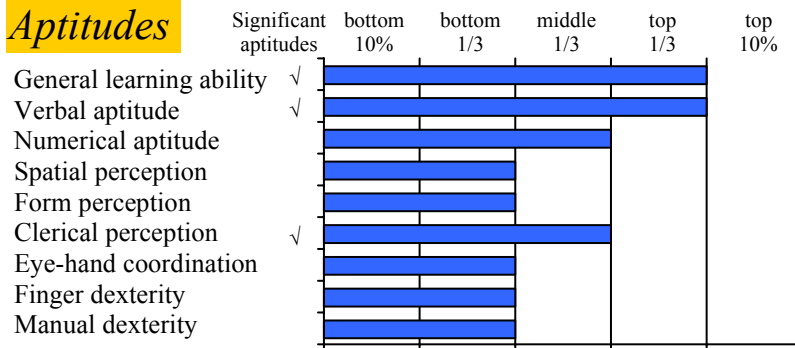
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Community Organization, Resources and Services (44.0201)
- Public Administration (44.0401)
- Social Work (44.0701)
- Social Sciences, General (45.0101)

Transferable Work Content Skills

- Providing social services (high level)
- Managing and directing people and programs (high level)
- Formulating program policy and goals (high level)
- Negotiating staff policies and disputes (high level)
- Planning and administering budgets (high level)
- Preparing project status reports (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

- Administrator, Social Welfare (DOT 195.117-010)
Directs agency or major function of public or voluntary organization providing services in social welfare field to individuals, groups, or community.
- Director, Community Organization (DOT 187.167-234)
Directs activities of organization to coordinate functions of various community health and welfare programs.
- Director, Service (DOT 187.167-214)
Directs and coordinates regional program activities of nonprofit agency to provide specialized human services, such as water safety programs, disaster relief, and emergency transportation.
- Director, Volunteer Services (DOT 187.167-038)
Directs activities of volunteer agencies and workers offering their services to hospitals, social service, and community agencies.
- Program Director, Group Work (DOT 187.117-046)
Plans, organizes, and directs activity program of group work agency or department, or scouting organization.
- Rehabilitation Center Manager (DOT 195.167-038)
Coordinates activities and provides for physical and emotional needs of public-welfare recipients housed in indigent camp.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Accountants and Auditors

Occupational Profile for Maine

O*NET 13-2011.00

Job Description

Analyzes financial information and prepares reports describing assets, liabilities, profit and loss, or other financial activities within an organization.

Wages

Their average wage in Maine in 2001 was \$20.12 per hour. This would be equivalent to \$3,487 per month or \$41,850 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Accountants and Auditors employed in Maine in 2000 was 3,412. It is projected that in 2010 there will be 3,654. This represents a growth rate of 7.1% over this period. Growth plus replacement needs are estimated to average about 75 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Accountants and Auditors in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Engineering & Management Services	28.6 %
State Government, Except Education & Hospitals	9.5 %
Federal Government	8.8 %

Education, Training, and Work Experience

Bachelor's degree

Most accountant positions require at least a bachelor's degree in accounting or a related field. Beginning accounting positions in the Federal Government, for example, usually require four years of college (including 24 semester hours in accounting or auditing) or an equivalent combination of education and experience. Some employers prefer applicants with a master's degree in accounting or with a master's degree in business administration with a concentration in accounting.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Accounting (52.0301)
- Accounting, Other (52.0399)
- Taxation (52.1601)
- license required for CPA

Occupational License is required for most employment in Maine. For more information, contact:

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station, 112 Northern Avenue, Gardiner, ME 04345 Tel. (207) 624-8603

Transferable Work Content Skills

- Giving advice on financial matters (high level)
- Explaining banking, loan, and financial services (high level)
- Planning and administering budgets (medium level)
- Examining and evaluating financial records (high level)
- Preparing financial reports (high level)
- Preparing and organizing numerical records (high level)

Aptitudes

	Significant aptitudes	bottom 10%	bottom 1/3	middle 1/3	top 1/3	top 10%
General learning ability	√					
Verbal aptitude	√					
Numerical aptitude	√					
Spatial perception						
Form perception						
Clerical perception	√					
Eye-hand coordination						
Finger dexterity						
Manual dexterity						

Physical Abilities

- Near vision ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

- Accountant, Budget (DOT 160.162-022)

Applies principles of accounting to analyze past and present financial operations and estimates future revenues and expenditures to prepare budget.

- Accountant, Cost (DOT 160.162-026)

Applies principles of cost accounting to conduct studies which provide detailed cost information not supplied by general accounting systems.

- Accountant, Property (DOT 160.167-022)

Identifies and keeps record of company owned or leased equipment, buildings, and other property.

- Accountant, Systems (DOT 160.167-026)

Devises and installs special accounting systems and related procedures in establishment which cannot use standardized system.

- Accountant, Tax (DOT 160.162-010)

Prepares federal, state, or local tax returns of individual, business establishment, or other organization.

- Bursar (DOT 160.167-042)

Directs and coordinates activities of workers engaged in keeping complete books of tuition fees and other receipts for educational institution. Periodically reports receipts to board of trustees or other body ultimately responsible for financial condition of institution.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Personal Financial Advisors

Occupational Profile for Maine

O*NET 13-2052.00

Job Description

Provides financial counseling to individuals about debt management and other financial matters.

Wages

Their average wage in Maine in 2001 was \$24.80 per hour. This would be equivalent to \$4,299 per month or \$51,584 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Personal Financial Advisors employed in Maine in 2000 was 402. It is projected that in 2010 there will be 588. This represents a growth rate of 46.3% over this period. Growth plus replacement needs are estimated to average about 24 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Personal Financial Advisors in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Security & Commodity Brokers	73.6 %
Depository Institutions	16.8 %
Insurance Agents, Brokers, & Services	3.4 %

Education, Training, and Work Experience

Bachelor's degree

Employers usually do not require a specific field of study for personal financial advisors, but a bachelor's degree in accounting, finance, economics, business, mathematics, or law provides good preparation for the occupation.

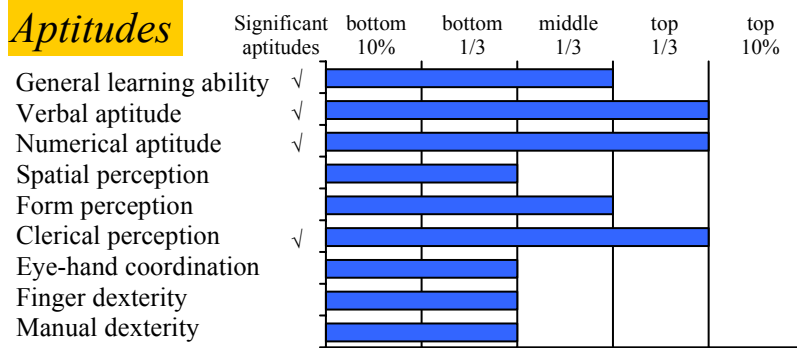
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Financial Services Marketing Operations (08.0401)
- Financial Planning (52.0804)
- Investments and Securities (52.0807)

Transferable Work Content Skills

- Giving advice on financial matters (high level)
- Planning and administering budgets (high level)
- Examining and evaluating financial records (high level)
- Preparing financial reports (high level)
- Preparing and organizing numerical records (high level)
- Processing data on computers (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Credit Counselor (DOT 160.207-010)

Provides financial counseling to individuals in debt.

- Financial-Aid Counselor (DOT 169.267-018)

Interviews students applying for financial aid, such as loans, grants-in-aid, or scholarships, to determine eligibility for assistance in college or university.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Computer Software Engineers, Applications

Occupational Profile for Maine

O*NET 15-1031.00

Job Description

Develops, creates, and modifies general computer applications software or specialized utility programs. Analyzes user needs and develops software solutions. Designs software or customizes software for client use with the aim of optimizing operational efficiency. May analyze and design databases within an application area, working individually or coordinating database development as part of a team.

Wages

Their average wage in Maine in 2001 was \$26.69 per hour. This would be equivalent to \$4,626 per month or \$55,515 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Computer Software Engineers, Applications employed in Maine in 2000 was 734. It is projected that in 2010 there will be 1,046. This represents a growth rate of 42.5% over this period. Growth plus replacement needs are estimated to average about 36 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Computer Software Engineers, Applications in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Business Services	59.3 %
Insurance Carriers	7.4 %
Electronic & Other Electrical Equipment	5.9 %

Education, Training, and Work Experience

Information Unavailable: Information is not available for this sub-heading area and those that follow. Recent changes in the occupational coding structure have resulted in the addition of some newly defined occupations for which data is still needed.

To get a general idea of similar work and worker characteristics, you may refer to an occupation within the same major group (having the same first two digits in the Standard Occupational Classification (SOC) code).

Transferable Work Content Skills

Information Unavailable

Aptitudes

Information Unavailable

Physical Abilities

Information Unavailable

Physical Demands

Information Unavailable

Specialties and Similar Occupations

Information Unavailable

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Computer Software Engineers, Systems Software

Occupational Profile for Maine

O*NET 15-1032.00

Job Description

Researches, designs, develops, and tests operating systems-level software, compilers, and network distribution software for medical, industrial, military, communications, aerospace, business, scientific, and general computing applications. Sets operational specifications and formulates and analyzes software requirements. Applies principles and techniques of computer science, engineering, and mathematical analysis.

Wages

Their average wage in Maine in 2001 was \$32.41 per hour. This would be equivalent to \$5,618 per month or \$67,413 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Computer Software Engineers, Systems Software employed in Maine in 2000 was 343. It is projected that in 2010 there will be 501. This represents a growth rate of 46.1% over this period. Growth plus replacement needs are estimated to average about 18 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Computer Software Engineers, Systems Software in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Business Services	50.0 %
Communications	10.4 %
Insurance Carriers	8.9 %

Education, Training, and Work Experience

Information Unavailable: Information is not available for this sub-heading area and those that follow. Recent changes in the occupational coding structure have resulted in the addition of some newly defined occupations for which data is still needed.

To get a general idea of similar work and worker characteristics, you may refer to an occupation within the same major group (having the same first two digits in the Standard Occupational Classification (SOC) code).

Transferable Work Content Skills

Information Unavailable

Aptitudes

Information Unavailable

Physical Abilities

Information Unavailable

Physical Demands

Information Unavailable

Specialties and Similar Occupations

Information Unavailable

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Computer Support Specialists

Occupational Profile for Maine

O*NET 15-1041.00

Job Description

Provides technical assistance and training to computer system users. Investigates and resolves computer software and hardware problems.

Wages

Their average wage in Maine in 2001 was \$15.72 per hour. This would be equivalent to \$2,725 per month or \$32,698 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Computer Support Specialists employed in Maine in 2000 was 1,798. It is projected that in 2010 there will be 2,932. This represents a growth rate of 63.1% over this period. Growth plus replacement needs are estimated to average about 121 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Computer Support Specialists in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Business Services	26.1 %
Wholesale Trade, Durable Goods	13.3 %
Educational Services	8.1 %

Education, Training, and Work Experience

Bachelor's degree or higher, plus work experience

While there is no universally accepted way to prepare for a job as a computer support specialist, many employers prefer to hire persons with some formal college education. A bachelor's degree in computer science or information systems is a prerequisite for some jobs; however, other jobs may require only a computer-related associate degree.

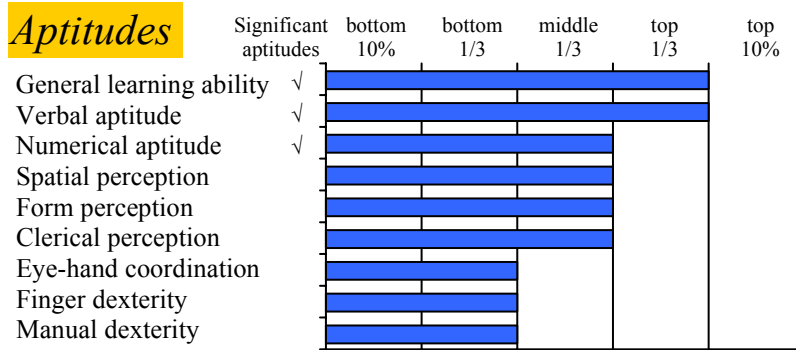
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Computer and Information Sciences, General (11.0101)
- Information Sciences and Systems (11.0401)
- Computer Science (11.0701)
- Computer and Information Sciences, Other (11.9999)
- Management Info. Systems and Business Data Processing, General (52.1201)
- Business Systems Analysis and Design (52.1203)
- Business Systems Networking and Telecommunications (52.1204)

Transferable Work Content Skills

- Giving advice on computer programs and data (high level)
- Answering questions about products and services (high level)
- Working as a member of a data processing team (high level)
- Planning and giving information and help (high level)
- Preparing technical or research reports (high level)
- Preparing electronic data files (high level)
- Processing data on computers (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Color discrimination ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Microcomputer Support Specialist (DOT 039.264-010)

Installs, modifies, and makes minor repairs to microcomputer hardware and software systems and provides technical assistance and training to system users.

- Network Control Operator (DOT 031.262-014)

Monitors data communications network to ensure that network is available to all system users and resolves data communications problems.

- Supervisor, Network Control Operators (DOT 031.132-010)

Supervises and coordinates activities of workers engaged in monitoring or installing data communication lines and resolving user data communication problems.

- Technical Support Specialist (DOT 033.162-018)

Performs any combination of following duties to provide technical support to workers in information processing departments.

- User Support Analyst Supervisor (DOT 032.132-010)

Supervises and coordinates activities of workers who provide problem-solving support to computer users.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Computer Systems Analysts

Occupational Profile for Maine

O*NET 15-1051.00

Job Description

Analyzes business, scientific, or technical problems and coordinates the installation of appropriate computer programs and operating systems.

Wages

Their average wage in Maine in 2001 was \$27.26 per hour. This would be equivalent to \$4,725 per month or \$56,701 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Computer Systems Analysts employed in Maine in 2000 was 1,427. It is projected that in 2010 there will be 1,881. This represents a growth rate of 31.8% over this period. Growth plus replacement needs are estimated to average about 58 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Computer Systems Analysts in Maine in 2001 were:

Industry	Percentage
Insurance Carriers	23.8 %
Business Services	12.6 %
Miscellaneous Retail Stores	12.5 %

Education, Training, and Work Experience

Bachelor's degree

While there is no universally accepted way to prepare for a job as a systems analyst, most employers place a premium on some formal college education. A bachelor's degree is a prerequisite for many jobs; however, some jobs may require only a 2-year degree. Relevant work experience also is very important. For more technically complex jobs, persons with graduate degrees are preferred. Many employers increasingly seek individuals with a master's degree in business administration (MBA) with a concentration in information systems, as more firms move their business to the Internet.

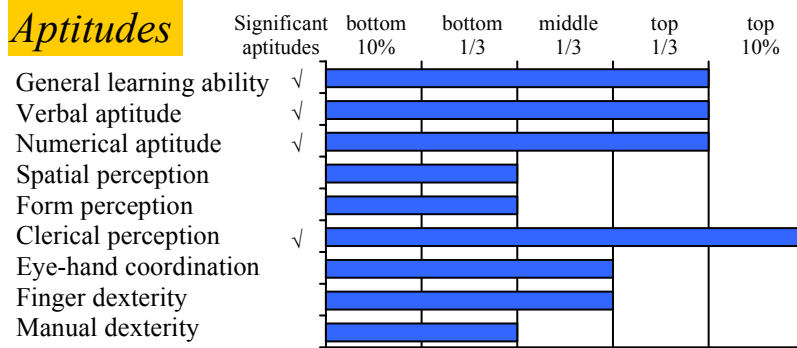
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Computer and Information Sciences, General (11.0101)
- Computer Programming (11.0201)
- Computer Systems Analysis (11.0501)
- Computer and Information Sciences, Other (11.9999)
- Management Info. Systems and Business Data Processing, General (52.1201)
- Business Computer Programming/Programmer (52.1202)
- Business Systems Analysis and Design (52.1203)

Transferable Work Content Skills

- Giving advice on computer programs and data (high level)
- Working as a member of a data processing team (high level)
- Designing systems (high level)
- Planning project activities (high level)
- Preparing technical or research reports (high level)
- Processing data on computers (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Programmer-Analyst (DOT 030.162-014)

Plans, develops, tests, and documents computer programs, applying knowledge of programming techniques and computer systems.

- Quality Assurance Analyst (DOT 033.262-010)

Evaluates and tests new or modified software programs and software development procedures used to verify that programs function according to user requirements and conform to establishment guidelines.

- Systems Programmer (DOT 030.162-022)

Coordinates installation of computer operating system software and tests, maintains, and modifies software, using computer terminal.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Database Administrators Occupational Profile for Maine

O*NET 15-1061.00

Job Description

Plans and directs the management of computer databases. Implements security measures to safeguard database information.

Wages

Their average wage in Maine in 2001 was \$25.25 per hour. This would be equivalent to \$4,377 per month or \$52,520 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Database Administrators employed in Maine in 2000 was 374. It is projected that in 2010 there will be 531. This represents a growth rate of 42% over this period. Growth plus replacement needs are estimated to average about 18 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors

(by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Database Administrators in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Miscellaneous Retail Stores	21.2 %
Business Services	13.6 %
Health Services	7.0 %

Education, Training, and Work Experience

Bachelor's degree or higher, plus work experience

While there is no universally accepted way to prepare for a job as a database administrator, most employers place a premium on some formal college education. A bachelor's degree is a prerequisite for many jobs; however, some jobs may require only a 2-year degree. Relevant work experience also is very important. For more technically complex jobs, persons with graduate degrees are preferred.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Computer and Information Sciences, General (11.0101)
- Information Sciences and Systems (11.0401)
- Computer Science (11.0701)
- Computer and Information Sciences, Other (11.9999)
- Management Info. Systems and Business Data Processing, General (52.1201)
- Business Systems Analysis and Design (52.1203)

Transferable Work Content Skills

- Giving advice on computer programs and data (high level)
- Hiring and supervising staff (high level)
- Coordinating worker activities (high level)
- Transmitting information electronically (high level)
- Working as a member of a data processing team (high level)
- Planning project activities (high level)
- Planning staff work tasks (high level)
- Preparing technical or research reports (high level)
- Preparing project status reports (high level)
- Processing data on computers (high level)

Aptitudes

	Significant aptitudes	bottom 10%	bottom 1/3	middle 1/3	top 1/3	top 10%
General learning ability	√					
Verbal aptitude	√					
Numerical aptitude	√					
Spatial perception						
Form perception						
Clerical perception	√					
Eye-hand coordination						
Finger dexterity						
Manual dexterity						

Physical Abilities

- Near vision ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Data Base Design Analyst (DOT 039.162-014)

Designs logical and physical data bases and coordinates data base development as part of project team, applying knowledge of data base design standards and data base management system.

- Information Scientist (DOT 109.067-010)

Designs information system to provide management or clients with specific data from computer storage, utilizing knowledge of electronic data processing principles, mathematics, and computer capabilities.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Network and Computer Systems Administrators

Occupational Profile for Maine

O*NET 15-1071.00

Job Description

Coordinates and implements security measures for information systems to regulate access to computer data files and prevent unauthorized modification or destruction of information.

Wages

Their average wage in Maine in 2001 was \$22.58 per hour. This would be equivalent to \$3,914 per month or \$46,966 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Network and Computer Systems Administrators employed in Maine in 2000 was 776. It is projected that in 2010 there will be 1,200. This represents a growth rate of 54.6% over this period. Growth plus replacement needs are estimated to average about 45 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Network and Computer Systems Administrators in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Business Services	16.0 %
Miscellaneous Retail Stores	11.5 %
State Government, Except Education & Hospitals	10.4 %

Education, Training, and Work Experience

Bachelor's degree

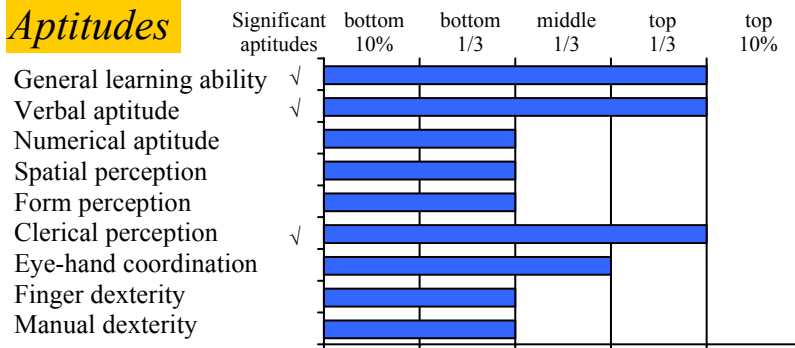
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Computer and Information Sciences, General (11.0101)
- Computer Systems Analysis (11.0501)

Transferable Work Content Skills

- Giving advice on computer programs and data (high level)
- Working as a member of a data processing team (high level)
- Investigating data to solve problems (high level)
- Preparing electronic data files (high level)
- Processing data on computers (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

- Computer Security Coordinator (DOT 033.162-010)
Plans, coordinates, and implements security measures to safeguard information in computer files against accidental or unauthorized modification, destruction, or disclosure.
- Data Recovery Planner (DOT 033.162-014)
Develops, coordinates implementation of, and tests plan to continue establishment data processing activities at off-site location in case of emergency, such as fire, at main site.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Network Systems and Data Communications Analysts

Occupational Profile for Maine

O*NET 15-1081.00

Job Description

Researches, tests, evaluates, and recommends data communications hardware and software.

Wages

Their average wage in Maine in 2001 was \$22.93 per hour. This would be equivalent to \$3,975 per month or \$47,694 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Network Systems and Data Communications Analysts employed in Maine in 2000 was 225. It is projected that in 2010 there will be 336. This represents a growth rate of 49.3% over this period. Growth plus replacement needs are estimated to average about 12 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Network Systems and Data Communications Analysts in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Business Services	22.2 %
Communications	10.0 %
Insurance Carriers	8.1 %

Education, Training, and Work Experience

Bachelor's degree

For some networks systems and data communication analysts, such as webmasters, an associate degree or certificate generally is sufficient, although more advanced positions might require a computer-related bachelor's degree.

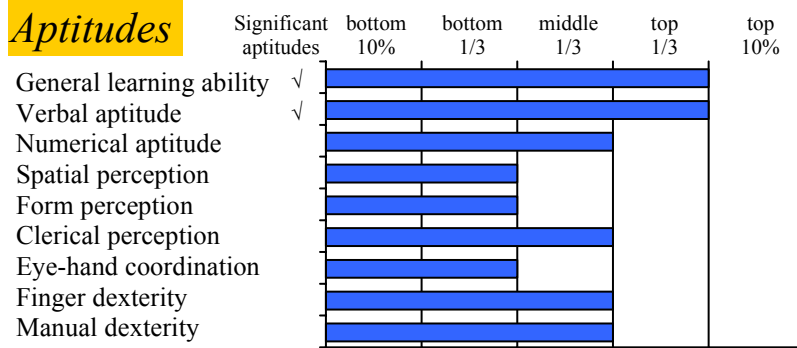
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Data Processing Tech./Technician (11.0301)
- Business Systems Networking and Telecommunications (52.1204)

Transferable Work Content Skills

- Operating communications equipment (high level)
- Working as a member of a data processing team (high level)
- Planning and giving information and help (high level)
- Evaluating the quality of products and materials (high level)
- Preparing technical or research reports (high level)
- Preparing electronic data files (high level)
- Processing data on computers (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

No Specialties or Similar Occupations identified

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Clinical, Counseling, and School Psychologists

Occupational Profile for Maine

O*NET 19-3031.00

Job Description

Diagnoses and evaluates mental and emotional disorders of individuals through observation, interview, and psychological tests. Formulates and administers programs of treatment.

Wages

Their average wage in Maine in 2001 was \$27.25 per hour. This would be equivalent to \$4,723 per month or \$56,680 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Clinical, Counseling, and School Psychologists employed in Maine in 2000 was 770. It is projected that in 2010 there will be 1,017. This represents a growth rate of 32.1% over this period. Growth plus replacement needs are estimated to average about 43 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Clinical, Counseling, and School Psychologists in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Health Services	50.2 %
Educational Services	26.8 %
Social Services	12.6 %

Education, Training, and Work Experience

Doctoral degree

A doctoral degree is usually required for employment as a licensed clinical or counseling psychologist. Psychologists with a Ph.D. qualify for a wide range of teaching, research, clinical, and counseling positions in universities, healthcare services, elementary and secondary schools, private industry, and government. Psychologists with a Doctor of Psychology (Psy.D.) degree usually work in clinical positions or in private practices. Clinical psychologists usually must have completed the Ph.D. or Psy.D. requirements and served an internship. Psychologists in independent practice or those who offer any type of patient care (including clinical, counseling, and school psychologists) must meet certification or licensing requirements in all States and the District of Columbia.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Psychology, General (42.0101)
- Clinical Psychology (42.0201)

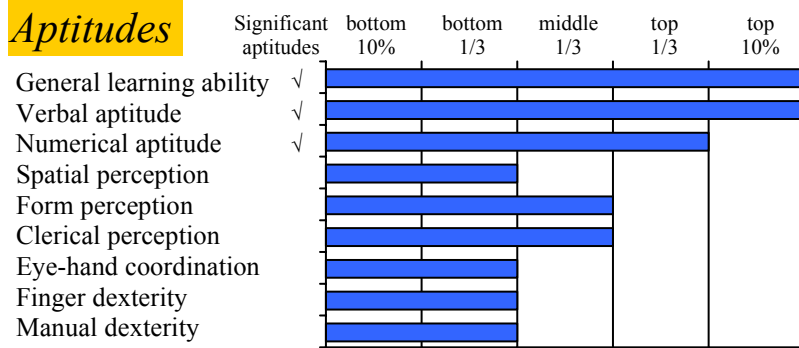
Occupational License is required for most employment in Maine. For more information, contact:

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station, 112 Northern Avenue, Gardiner, ME 04345 Tel. (207) 624-8603

Transferable Work Content Skills

- Counseling and advising people (high level)
- Explaining social science concepts (high level)
- Interviewing people to obtain information (high level)
- Analyzing social science data (high level)
- Researching social sciences (high level)
- Planning and giving information and help (high level)
- Operating computers to record and analyze social science data (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Clinical Therapist (DOT 045.107-050)

Counsels individuals or groups regarding psychological or emotional problems, such as stress, substance abuse, or family situations, using evaluative techniques, and develops and implements therapeutic treatment plan in medical setting.

- Psychologist, Chief (DOT 045.107-046)

Plans psychological service programs and directs, coordinates, and participates in activities of personnel engaged in providing psychological services to clients in psychiatric center or hospital.

- Psychologist, Counseling (DOT 045.107-026)

Provides individual and group counseling services in universities and colleges, schools, clinics, rehabilitation centers, Veterans Administration hospitals, and industry, to assist individuals in achieving more effective personal, social, educational, and vocational development and adjustment.

- Psychologist, Industrial-Organizational (DOT 045.107-030)

Develops and applies psychological techniques to personnel administration, management, and marketing problems.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Substance Abuse and Behavioral Disorder Counselors

Occupational Profile for Maine

O*NET 21-1011.00

Job Description

Counsels and advises individuals with alcohol, tobacco, drug, or other problems, such as gambling and eating disorders. May counsel individuals, families, or groups or engage in prevention programs.

Wages

Their average wage in Maine in 2001 was \$15.72 per hour. This would be equivalent to \$2,725 per month or \$32,698 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Substance Abuse and Behavioral Disorder Counselors employed in Maine in 2000 was 329. It is projected that in 2010 there will be 488. This represents a growth rate of 48.3% over this period. Growth plus replacement needs are estimated to average about 23 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Substance Abuse and Behavioral Disorder Counselors in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Health Services	74.7 %
Social Services	17.2 %
Local Government, Except Education & Hospitals	4.1 %

Education, Training, and Work Experience

Information Unavailable: Information is not available for this sub-heading area and those that follow. Recent changes in the occupational coding structure have resulted in the addition of some newly defined occupations for which data is still needed.

To get a general idea of similar work and worker characteristics, you may refer to an occupation within the same major group (having the same first two digits in the Standard Occupational Classification (SOC) code).

Occupational License is required for most employment in Maine. For more information, contact:

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station,
112 Northern Avenue, Gardiner, ME 04345 Tel. (207) 624-8603

Transferable Work Content Skills

Information Unavailable

Aptitudes

Information Unavailable

Physical Abilities

Information Unavailable

Physical Demands

Information Unavailable

Specialties and Similar Occupations

Information Unavailable

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: *Choices* © – A product of *Bridges.com*.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Educational, Vocational, and School Counselors

Occupational Profile for Maine

O*NET 21-1012.00

Job Description

Counsels individuals, and provides educational or vocational guidance and assessment services. May operate career information centers and career education programs.

Wages

Their average wage in Maine in 2001 was \$19.64 per hour. This would be equivalent to \$3,404 per month or \$40,851 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Educational, Vocational, and School Counselors employed in Maine in 2000 was 1,263. It is projected that in 2010 there will be 1,465. This represents a growth rate of 16% over this period. Growth plus replacement needs are estimated to average about 46 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Educational, Vocational, and School Counselors in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Educational Services	80.0 %
State Government, Except Education & Hospitals	12.1 %
Business Services	3.1 %

Education, Training, and Work Experience

Master's degree

Some States require public school counselors to have both counseling and teaching certificates. Depending on the State, a master's degree in counseling and 2 to 5 years of teaching experience could be required for a school counseling certificate.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Counselor Education/Student Counseling and Guidance Services (13.1101)
- College/Postsecondary Student Counseling and Personnel Services (13.1102)
- Family and Marriage Counseling (19.0703)
- Counseling Psychology (42.0601)

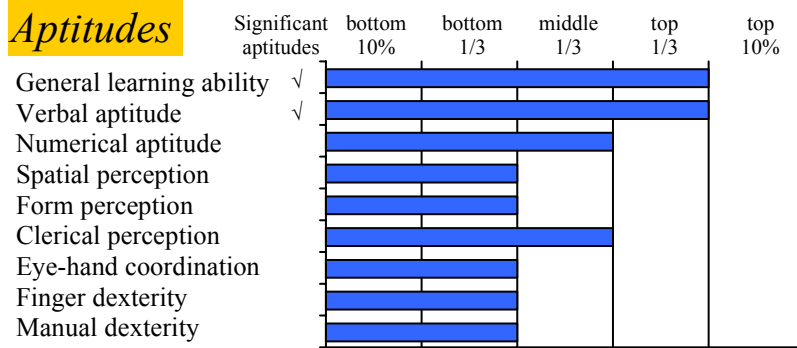
Occupational License is required for most employment in Maine. For more information, contact:

Department of Education, Office of Certification, 23 State House Station, Augusta Complex, Augusta, ME 04333 Tel. (207) 624-6603

Transferable Work Content Skills

- Counseling and advising people (high level)
- Providing social services (high level)
- Interviewing people to obtain information (high level)
- Analyzing social science data (high level)
- Planning and giving information and help (high level)
- Preparing case reports (high level)
- Evaluating student work (high level)
- Working as a member of an education team (high level)

Aptitudes



Physical Abilities

- No physical abilities rated as significant

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Counselor (DOT 045.107-010)

Counsels individuals and provides group educational and vocational guidance services.

- Director of Counseling (DOT 045.107-018)

Directs personnel engaged in providing educational and vocational guidance for students and graduates.

- Director of Guidance In Public Schools (DOT 045.117-010)

Organizes, administers, and coordinates guidance program in public school system.

- Residence Counselor (DOT 045.107-038)

Provides individual and group guidance services relative to problems of scholastic, educational, and personal-social nature to dormitory students.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Mental Health Counselors Occupational Profile for Maine

O*NET 21-1014.00

Job Description

Counsels with emphasis on prevention. Works with individuals and groups to promote optimum mental health. May help individuals deal with addictions and substance abuse; family, parenting, and marital problems; suicide; stress management; problems with self-esteem; and issues associated with aging and mental and emotional health.

Wages

Their average wage in Maine in 2001 was \$15.78 per hour. This would be equivalent to \$2,735 per month or \$32,822 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Mental Health Counselors employed in Maine in 2000 was 626. It is projected that in 2010 there will be 922. This represents a growth rate of 47.3% over this period. Growth plus replacement needs are estimated to average about 43 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors

(by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Mental Health Counselors in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Health Services	59.4 %
Social Services	37.0 %
Local Government, Except Education & Hospitals	2.0 %

Education, Training, and Work Experience

Information Unavailable: Information is not available for this sub-heading area and those that follow. Recent changes in the occupational coding structure have resulted in the addition of some newly defined occupations for which data is still needed.

To get a general idea of similar work and worker characteristics, you may refer to an occupation within the same major group (having the same first two digits in the Standard Occupational Classification (SOC) code).

Transferable Work Content Skills

Information Unavailable

Aptitudes

Information Unavailable

Physical Abilities

Information Unavailable

Physical Demands

Information Unavailable

Specialties and Similar Occupations

Information Unavailable

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: *Choices* © – A product of *Bridges.com*.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Rehabilitation Counselors

Occupational Profile for Maine

O*NET 21-1015.00

Job Description

Counsels individual in need of vocational rehabilitation. Develops and coordinates methods and procedures of vocational rehabilitation programs.

Wages

Their average wage in Maine in 2001 was \$11.05 per hour. This would be equivalent to \$1,915 per month or \$22,984 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Rehabilitation Counselors employed in Maine in 2000 was 878. It is projected that in 2010 there will be 1,198. This represents a growth rate of 36.4% over this period. Growth plus replacement needs are estimated to average about 50 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors

(by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Rehabilitation Counselors in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Social Services	83.6 %
Health Services	13.5 %
State Government, Except Education & Hospitals	2.3 %

Education, Training, and Work Experience

Master's degree

Vocational and related rehabilitation agencies usually require a master's degree in rehabilitation counseling, counseling and guidance, or counseling psychology for rehabilitation counselor jobs. Some, however, accept applicants with a bachelor's degree in rehabilitation services, counseling, psychology, sociology, or related fields. A bachelor's degree often qualifies a person to work as a counseling aide, rehabilitation aide, or social service worker.

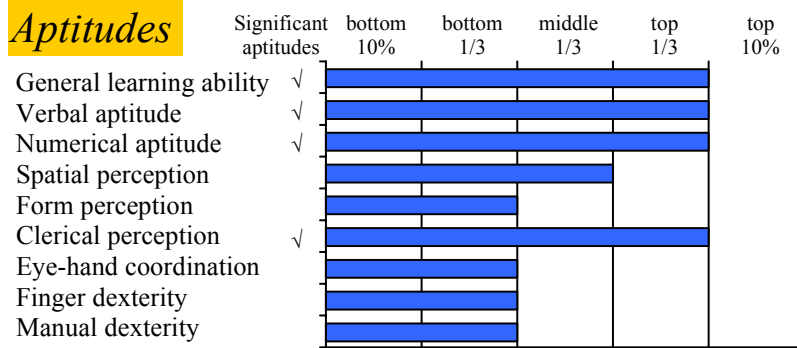
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Counselor Education/Student Counseling and Guidance Services (13.1101)
- Counseling Psychology (42.0601)
- Vocational Rehabilitation Counseling (51.2310)
- programs of study are accredited by the Council on Rehabilitation Education (CORE)

Transferable Work Content Skills

- Counseling and advising people (high level)
- Providing social services (high level)
- Interviewing people to obtain information (high level)
- Providing personnel services (high level)
- Planning and giving information and help (high level)
- Preparing case reports (high level)

Aptitudes



Physical Abilities

- No physical abilities rated as significant

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

No Specialties or Similar Occupations identified

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Child, Family, and School Social Workers

Occupational Profile for Maine

O*NET 21-1021.00

Job Description

Assesses, counsels, and aids individuals and families with problems relating to finances, employment, food, clothing, child care, housing, or other human needs and conditions.

Wages

Their average wage in Maine in 2001 was \$15.69 per hour. This would be equivalent to \$2,720 per month or \$32,635 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Child, Family, and School Social Workers employed in Maine in 2000 was 2,127. It is projected that in 2010 there will be 2,824. This represents a growth rate of 32.8% over this period. Growth plus replacement needs are estimated to average about 94 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Child, Family, and School Social Workers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Social Services	42.1 %
State Government, Except Education & Hospitals	28.6 %
Health Services	17.0 %

Education, Training, and Work Experience

Bachelor's degree

A bachelor's degree in social work (BSW) degree is the most common minimum requirement to qualify for a job as a social worker; however, majors in psychology, sociology, and related fields may be sufficient to qualify for some entry-level jobs, especially in small community agencies. Although a bachelor's degree is required for entry into the field, an advanced degree has become the standard for many positions. A master's degree in social work (MSW) is necessary for positions in health and mental health settings and typically is required for certification for clinical work. Jobs in public agencies also may require an advanced degree, such as a master's degree in social service policy or administration. Supervisory, administrative, and staff training positions usually require an advanced degree. College and university teaching positions and most research appointments normally require a doctorate in social work (DSW or PhD).

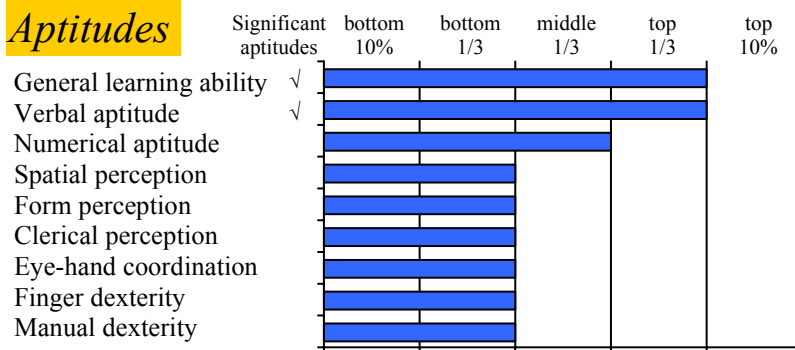
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Community Organization, Resources and Services (44.0201)
- Social Work (44.0701)
- Clinical and Medical Social Work (51.1503)

Transferable Work Content Skills

- Counseling and advising people (high level)
- Providing social services (high level)
- Analyzing social science data (high level)
- Planning and giving information and help (high level)
- Preparing case reports (high level)
- Operating computers to record and analyze social science data (high level)

Aptitudes



Physical Abilities

- No physical abilities rated as significant

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

- Casework Supervisor (DOT 195.137-010)
Supervises and coordinates activities of social-service-agency staff and volunteers, and students of school of social work.
- Caseworker (DOT 195.107-010)
Counsels and aids individuals and families requiring assistance of social service agency.
- Caseworker, Family (DOT 195.107-018)
Aids individuals and families having problems concerning family relationships or other aspects of their social functioning affecting unity of family and welfare of community.
- Social Group Worker (DOT 195.107-022)
Develops program content, organizes, and leads activities planned to enhance social development of individual members and accomplishment of group goals.
- Social Worker, Delinquency Prevention (DOT 195.107-026)
Works through community action programs to ameliorate social conditions tending to cause juvenile delinquency and provides counseling and guidance to juveniles.
- Social Worker, School (DOT 195.107-038)
Aids students with behavioral, mental, emotional or physical problems.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Medical and Public Health Social Workers

Occupational Profile for Maine

O*NET 21-1022.00

Job Description

Counsels and aids individuals and families with problems during or following the recovery from physical or mental illness. Provides supportive services designed to help the persons understand, accept, and follow medical recommendations.

Wages

Their average wage in Maine in 2001 was \$17.28 per hour. This would be equivalent to \$2,995 per month or \$35,942 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Medical and Public Health Social Workers employed in Maine in 2000 was 559. It is projected that in 2010 there will be 798. This represents a growth rate of 42.8% over this period. Growth plus replacement needs are estimated to average about 30 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Medical and Public Health Social Workers in Maine in 2001 were:

Industry	Percentage
Health Services	62.5 %
Social Services	27.9 %
Local Government, Except Education & Hospitals	3.8 %

Education, Training, and Work Experience

Master's degree

A master's degree in social work (MSW) is necessary for positions in health and mental health settings and typically is required for certification for clinical work. All States and the District of Columbia have licensing, certification, or registration requirements regarding social work practice and the use of professional titles.

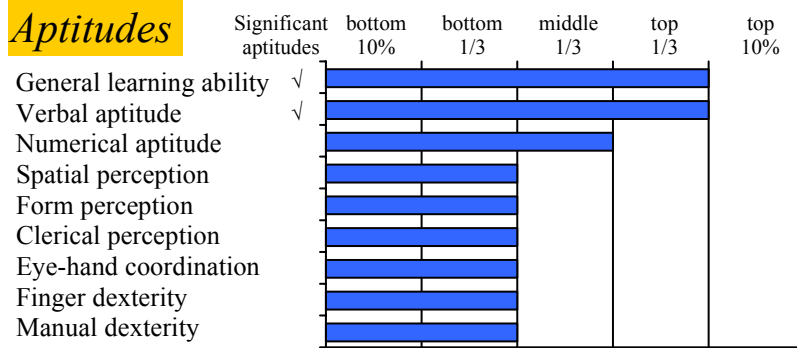
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Social Work (44.0701)
- Alcohol/Drug Abuse Counseling (51.1501)
- Clinical and Medical Social Work (51.1503)

Transferable Work Content Skills

- Counseling and advising people (high level)
- Providing social services (high level)
- Planning and giving information and help (high level)
- Preparing case reports (high level)
- Operating computers to record and analyze social science data (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Substance Abuse Counselor (DOT 045.107-058)

Counsels and aids individuals and families requiring assistance dealing with substance abuse problems, such as alcohol or drug abuse.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Mental Health and Substance Abuse Social Workers

Occupational Profile for Maine

O*NET 21-1023.00

Job Description

Assesses and treats individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education.

Wages

Their average wage in Maine in 2001 was \$16.18 per hour. This would be equivalent to \$2,805 per month or \$33,654 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Mental Health and Substance Abuse Social Workers employed in Maine in 2000 was 973. It is projected that in 2010 there will be 1,447. This represents a growth rate of 48.7% over this period. Growth plus replacement needs are estimated to average about 58 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Mental Health and Substance Abuse Social Workers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Health Services	40.4 %
State Government, Except Education & Hospitals	27.0 %
Social Services	20.4 %

Education, Training, and Work Experience

Information Unavailable: Information is not available for this sub-heading area and those that follow. Recent changes in the occupational coding structure have resulted in the addition of some newly defined occupations for which data is still needed.

To get a general idea of similar work and worker characteristics, you may refer to an occupation within the same major group (having the same first two digits in the Standard Occupational Classification (SOC) code).

Transferable Work Content Skills

Information Unavailable

Aptitudes

Information Unavailable

Physical Abilities

Information Unavailable

Physical Demands

Information Unavailable

Specialties and Similar Occupations

Information Unavailable

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Health Educators

Occupational Profile for Maine

O*NET 21-1091.00

Job Description

Plans, organizes, and directs health education programs for group and community needs.

Wages

Their average wage in Maine in 2001 was \$22.61 per hour. This would be equivalent to \$3,919 per month or \$47,029 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Health Educators employed in Maine in 2000 was 346. It is projected that in 2010 there will be 467. This represents a growth rate of 35% over this period. Growth plus replacement needs are estimated to average about 17 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Health Educators in Maine in 2001 were:

Industry	Percentage
Health Services	36.7 %
Social Services	26.6 %
Engineering & Management Services	18.5 %

Education, Training, and Work Experience

Bachelor's degree

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Curriculum and Instruction (13.0301)
- Community Health Liaison (51.0301)

Transferable Work Content Skills

- Counseling and advising people (high level)
- Teaching education and training programs (high level)
- Giving information on events and procedures (high level)
- Helping people understand health care instructions (high level)
- Interviewing people to obtain information (high level)
- Planning and giving information and help (high level)
- Reviewing and evaluating educational materials (high level)
- Preparing educational materials (high level)
- Working as a member of an education team (high level)

Aptitudes

	Significant aptitudes	bottom 10%	bottom 1/3	middle 1/3	top 1/3	top 10%
General learning ability	✓					
Verbal aptitude	✓					
Numerical aptitude						
Spatial perception						
Form perception						
Clerical perception						
Eye-hand coordination						
Finger dexterity						
Manual dexterity						

Physical Abilities

- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

No Specialties or Similar Occupations identified

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Probation Officers and Correctional Treatment Specialists

Occupational Profile for Maine

O*NET 21-1092.00

Job Description

Performs casework duties to monitor and assist in the rehabilitation of law offenders either in custody or on probation.

Wages

Their average wage in Maine in 2001 was \$14.20 per hour. This would be equivalent to \$2,461 per month or \$29,536 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Probation Officers and Correctional Treatment Specialists employed in Maine in 2000 was 503. It is projected that in 2010 there will be 646. This represents a growth rate of 28.4% over this period. Growth plus replacement needs are estimated to average about 22 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Probation Officers and Correctional Treatment Specialists in Maine in 2001 were:

Industry	Percentage
State Government, Except Education & Hospitals	74.5 %
Social Services	25.1 %
Local Government, Except Education & Hospitals	0.4 %

Education, Training, and Work Experience

Bachelor's degree

Background qualifications for probation officers vary by State, but a bachelor's degree in social work, criminal justice, or a related field from a 4-year college or university is usually required. Some States also require 1 year of work experience in a related field or 1 year of graduate study in criminal justice, social work, or psychology to become a probation officer.

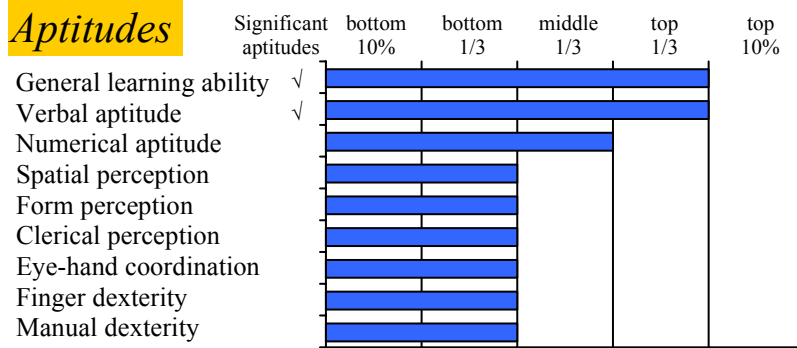
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Social Work (44.0701)

Transferable Work Content Skills

- Counseling and advising people (high level)
- Providing social services (high level)
- Planning and giving information and help (high level)
- Studying and interpreting laws (high level)
- Investigating data to solve problems (high level)
- Preparing case reports (high level)
- Operating computers to record and analyze social science data (high level)

Aptitudes



Physical Abilities

- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Correctional-Treatment Specialist (DOT 195.107-042)

Provides casework services for inmates of penal or correctional institution.

- Parole-Counseling Aide (DOT 195.367-026)

Provides individual and group guidance to inmates of correctional facility, who are eligible for parole, and assists in developing vocational and educational plans in preparing inmates for reentry into community life.

- Prisoner-Classification Interviewer (DOT 166.267-022)

Interviews new prison inmates to obtain social and criminal histories to aid in classification and assignment of prisoners to appropriate work and other activities.

Web Sites

- Corrections USA - <http://www.cusa.org>
- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Social and Human Service Assistants

Occupational Profile for Maine

O*NET 21-1093.00

Job Description

Assists Social Workers and Caseworkers to organize and implement programs that aid families and individuals to prevent or resolve problems related to basic needs, substance abuse, and human relationships. Assists families and individuals in obtaining social and community services.

Wages

Their average wage in Maine in 2001 was \$11.36 per hour. This would be equivalent to \$1,969 per month or \$23,629 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Social and Human Service Assistants employed in Maine in 2000 was 2,128. It is projected that in 2010 there will be 3,713. This represents a growth rate of 74.5% over this period. Growth plus replacement needs are estimated to average about 191 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Social and Human Service Assistants in Maine in 2001 were:

Industry	Percentage
Social Services	66.8 %
Health Services	18.8 %
State Government, Except Education & Hospitals	8.8 %

Education, Training, and Work Experience

High school (GED), plus work experience

While a bachelor's degree usually is not required for entry into this occupation, employers increasingly seek individuals with relevant work experience or education beyond high school. Certificates or associate degrees in subjects such as social work, human services, gerontology, or one of the social or behavioral sciences meet most employers' requirements.

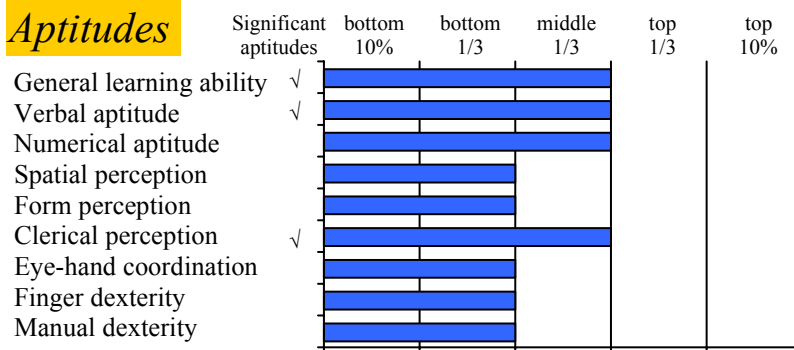
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Elder Care Provider/Companion (20.0602)
- Homemaker's Aide (20.0606)
- Community Health Liaison (51.0301)

Transferable Work Content Skills

- Providing social services (medium level)
- Giving information on events and procedures (high level)
- Interviewing people to obtain information (medium level)
- Planning and giving information and help (high level)
- Preparing case reports (medium level)
- Entering information on computer terminals (medium level)

Aptitudes



Physical Abilities

- No physical abilities rated as significant

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

• Case Aide (DOT 195.367-010)

Performs community contact work on simpler aspects of programs or cases and assists in providing services to clients and family members, under close and regular supervision and tutorage of CASEWORKER (social ser.) 195.107-010 or CASEWORK SUPERVISOR (social ser.) 195.137-010. Assists in locating housing for displaced individuals and families. Monitors free, supplementary meal program administered by agencies for children and youth from low-income families to ensure cleanliness of facility and that eligibility guidelines are met for persons receiving meals. Assists elderly clients in preparation of forms, such as tax and rent refund forms. Accompanies elderly clients on visits to social, charitable, and government agencies to assist clients with their problems. Submits to and reviews reports and problems with superior. May be designated according to clients serviced as Senior Service Aide (social ser.); Youth Nutritional Monitor (social ser.).

• Food-Management Aide (DOT 195.367-022)

Advises low-income family members how to plan, budget, shop, prepare balanced meals, and handle and store food, following prescribed standards.

• Management Aide (DOT 195.367-014)

Aids residents of public and private housing projects and apartments in relocation and provides information concerning regulations, facilities, and services.

• Social-Services Aide (DOT 195.367-034)

Assists professional staff of public social service agency, performing any combination of following tasks.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- National Organization for Human Service Education - <http://www.nohse.com>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Clergy

Occupational Profile for Maine

O*NET 21-2011.00

Job Description

Conducts religious worship and performs other functions associated with spiritual beliefs and practices of denominations. Ministers to the spiritual needs of people. Reads from sacred texts such as the Bible, Talmud, or Koran.

Wages

Their average wage in Maine in 2001 was \$18.46 per hour. This would be equivalent to \$3,200 per month or \$38,397 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Clergy employed in Maine in 2000 was 1,766. It is projected that in 2010 there will be 1,811. This represents a growth rate of 2.5% over this period. Growth plus replacement needs are estimated to average about 53 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Clergy in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Membership Organizations	98.1 %
Health Services	1.2 %
State Government, Except Education & Hospitals	0.2 %

Education, Training, and Work Experience

First professional degree

Educational requirements for entry into the clergy vary greatly. Similar to other professional occupations, about 3 out of 4 members of the clergy have completed at least a bachelor's degree. Many denominations require that clergy complete a bachelor's degree and a graduate-level program of theological study; others will admit anyone who has been "called" to the vocation.

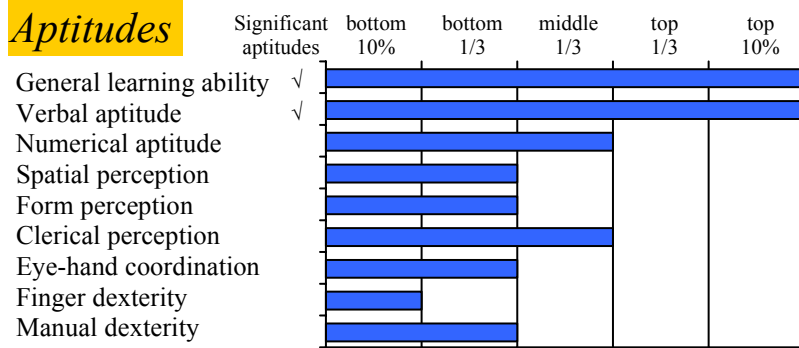
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Theology/Theological Studies (39.0601)
- Divinity/Ministry (B.D., M.Div.) (39.0602)
- Rabbinical and Talmudic Studies (M.H.L./Rav) (39.0604)
- Theological and Ministerial Studies, Other (39.0699)
- Pastoral Counseling and Specialized Ministries (39.0701)
- Theological Studies and Religious Vocations, Other (39.9999)

Transferable Work Content Skills

- Counseling and advising people (high level)
- Providing social services (high level)
- Writing ideas (high level)
- Planning project activities (high level)
- Planning and giving information and help (high level)

Aptitudes



Physical Abilities

- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

No Specialties or Similar Occupations identified

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Lawyers

Occupational Profile for Maine

O*NET 23-1011.00

Job Description

Conducts criminal and civil lawsuits, prepares legal documents, advises clients on legal rights, and practices other phases of law. May represent clients in court or before administrative agencies of government. May specialize in a single area of law, such as constitutional law, corporate law, or criminal law.

Wages

Their average wage in Maine in 2001 was \$38.06 per hour. This would be equivalent to \$6,597 per month or \$79,165 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Lawyers employed in Maine in 2000 was 2,895. It is projected that in 2010 there will be 3,064. This represents a growth rate of 5.8% over this period. Growth plus replacement needs are estimated to average about 37 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Lawyers in Maine in 2001 were:

Industry	Percentage
Legal Services	76.1 %
State Government, Except Education & Hospitals	14.5 %
Federal Government	2.0 %

Education, Training, and Work Experience

First professional degree

The required college and law school education usually takes 7 years of full-time study after high school -- 4 years of undergraduate study followed by 3 years of law school. Law school applicants must have a bachelor's degree to qualify for admission.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Law (LL.B., J.D.) (22.0101)
- Pre-Law Studies (22.0102)
- Juridical Science/Legal Special.(LL.M.,M.C.L.,J.S.D./S.J.D.) (22.0104)
- Law and Legal Studies, Other (22.0199)
- must pass state bar exam

Occupational License is required for most employment in Maine. For more information, contact:

Maine Board of Overseers of the Bar, P.O. Box 527, 97 Winthrop Street, Augusta, ME 04332-0527 Tel. (207) 623-1121

Transferable Work Content Skills

- Counseling and advising people (high level)
- Studying and interpreting laws (high level)
- Investigating data to solve problems (high level)
- Preparing technical or research reports (high level)
- Collecting information about laws and regulations (high level)
- Processing data on computers (high level)

Aptitudes

	Significant aptitudes	bottom 10%	bottom 1/3	middle 1/3	top 1/3	top 10%
General learning ability	✓					
Verbal aptitude	✓					
Numerical aptitude	✓					
Spatial perception						
Form perception						
Clerical perception						
Eye-hand coordination						
Finger dexterity						
Manual dexterity						

Physical Abilities

- Near vision ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- District Attorney (DOT 110.117-010)

Conducts prosecution in court proceedings in behalf of city, county, state, or federal government.

- Law Clerks (O*NET 28302)

Research legal data for brief or argument based on statutory law or decisions. Search for and study legal records and documents to obtain data applicable to case under consideration. Prepare rough drafts of briefs or arguments. File pleadings for firm with court clerk. Serve copies of pleading on opposing counsel. Prepare affidavits of documents and keep document file and correspondence of cases.

- Lawyer, Corporation (DOT 110.117-022)

Advises corporation concerning legal rights, obligations, and privileges.

- Lawyer, Criminal (DOT 110.107-014)

Specializes in law cases dealing with offenses against society or state, such as theft, murder, and arson.

- Lawyer, Real Estate (DOT 110.117-034)

Specializes in sale and transfer of real property.

- Tax Attorney (DOT 110.117-038)

Advises individuals, business concerns, and other organizations concerning income, estate, gift, excise, property, and other federal, state, local, and foreign taxes. Prepares opinions on tax liability resulting from prospective and past transactions. Represents clients in tax litigation.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- American Bar Association - <http://www.abanet.org>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Court Reporters

Occupational Profile for Maine

O*NET 23-2091.00

Job Description

Uses verbatim methods and equipment to capture, store, retrieve, and transcribe pretrial and trial proceedings or other information. Include stenocaptioners who operate computerized stenographic captioning equipment to provide captions of live or prerecorded broadcasts for hearing-impaired viewers.

Wages

Their average wage in Maine in 2001 was \$25.16 per hour. This would be equivalent to \$4,361 per month or \$52,333 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Court Reporters employed in Maine in 2000 was 103. It is projected that in 2010 there will be 151. This represents a growth rate of 46.6% over this period. Growth plus replacement needs are estimated to average about 6 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Court Reporters in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Business Services	68.1 %
State Government, Except Education & Hospitals	26.4 %
Local Government, Except Education & Hospitals	5.5 %

Education, Training, and Work Experience

Information Unavailable: Information is not available for this sub-heading area and those that follow. Recent changes in the occupational coding structure have resulted in the addition of some newly defined occupations for which data is still needed.

To get a general idea of similar work and worker characteristics, you may refer to an occupation within the same major group (having the same first two digits in the Standard Occupational Classification (SOC) code).

Transferable Work Content Skills

Information Unavailable

Aptitudes

Information Unavailable

Physical Abilities

Information Unavailable

Physical Demands

Information Unavailable

Specialties and Similar Occupations

Information Unavailable

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Graduate Teaching Assistants

Occupational Profile for Maine

O*NET 25-1191.00

Job Description

Assists department chairperson, faculty members, or other professional staff members in college or university by performing teaching or teaching-related duties, such as teaching lower level courses, developing teaching materials, preparing and giving examinations, and grading examinations or papers. Graduate assistants must be enrolled in a graduate school program. Graduate assistants who primarily perform non-teaching duties, such as laboratory research, should be reported in the occupational category related to the work performed.

Wages

Their average wage in Maine in 2001 was \$13,600 per year.

Employment

The estimated number of Graduate Teaching Assistants employed in Maine in 2000 was 726. It is projected that in 2010 there will be 889. This represents a growth rate of 22.5% over this period. Growth plus replacement needs are estimated to average about 36 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Graduate Teaching Assistants in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Educational Services	100.0 %

Education, Training, and Work Experience

Information Unavailable: Information is not available for this sub-heading area and those that follow. Recent changes in the occupational coding structure have resulted in the addition of some newly defined occupations for which data is still needed.

To get a general idea of similar work and worker characteristics, you may refer to an occupation within the same major group (having the same first two digits in the Standard Occupational Classification (SOC) code).

Transferable Work Content Skills

Information Unavailable

Aptitudes

Information Unavailable

Physical Abilities

Information Unavailable

Physical Demands

Information Unavailable

Specialties and Similar Occupations

Information Unavailable

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: *Choices* © – A product of *Bridges.com*.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Preschool Teachers, Except Special Education Occupational Profile for Maine

O*NET 25-2011.00

Job Description

Instructs children (normally up to 5 years of age) in a preschool, day care, or other child development center. Conducts activities designed to develop social, physical, and intellectual skills needed for primary school.

Wages

Their average wage in Maine in 2001 was \$9.98 per hour. This would be equivalent to \$1,730 per month or \$20,758 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Preschool Teachers, Except Special Education employed in Maine in 2000 was 2,025. It is projected that in 2010 there will be 2,241. This represents a growth rate of 10.7% over this period. Growth plus replacement needs are estimated to average about 47 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Preschool Teachers, Except Special Education in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Social Services	91.2 %
Educational Services	5.2 %
Membership Organizations	1.6 %

Education, Training, and Work Experience

Bachelor's degree

Licensing requirements for preschool teachers vary by State. Requirements for public school teachers are generally higher than those for private preschool teachers. Some States require a bachelor's degree in early childhood education and others require an associate degree, while others may require certification by a nationally recognized authority.

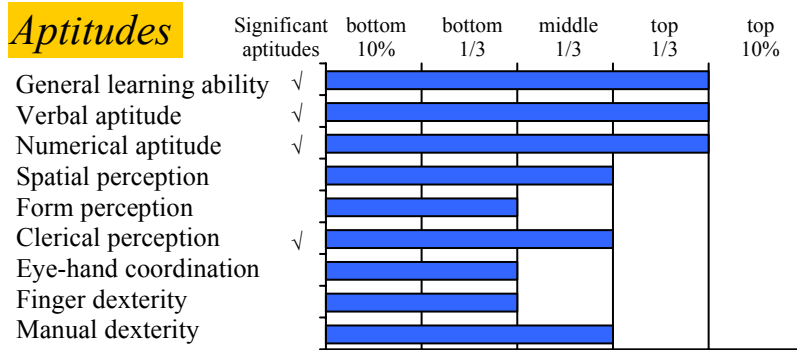
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Pre-Elementary/Early Childhood/Kindergarten Teacher Education (13.1204)
- certification usually required

Transferable Work Content Skills

- Teaching education and training programs (high level)
- Providing child care services (high level)
- Reviewing and evaluating educational materials (medium level)
- Evaluating student work (medium level)
- Preparing educational materials (high level)
- Working as a member of an education team (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

No Specialties or Similar Occupations identified

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- Association for Childhood Education International - <http://www.acei.org>
- National Association for the Education of Young Children - <http://www.naeyc.org>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Elementary School Teachers, Except Special Education

Occupational Profile for Maine

O*NET 25-2021.00

Job Description

Teaches basic academic, social, and other formative skills to pupils in public or private elementary schools.

Wages

Their average wage in Maine in 2001 was \$37,516 per year.

Employment

The estimated number of Elementary School Teachers, Except Special Education employed in Maine in 2000 was 5,808. It is projected that in 2010 there will be 5,980. This represents a growth rate of 3% over this period. Growth plus replacement needs are estimated to average about 149 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Elementary School Teachers, Except Special Education in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Educational Services	99.6 %
Social Services	0.4 %

Education, Training, and Work Experience

Bachelor's degree

All 50 States and the District of Columbia require public school teachers to be licensed. Licensure is not required for teachers in private schools. All States require general education teachers to have a bachelor's degree and to have completed an approved teacher training program with a prescribed number of subject and education credits as well as supervised practice teaching.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Education, General (13.0101)
- Education of the Gifted and Talented (13.1004)
- Elementary Teacher Education (13.1202)

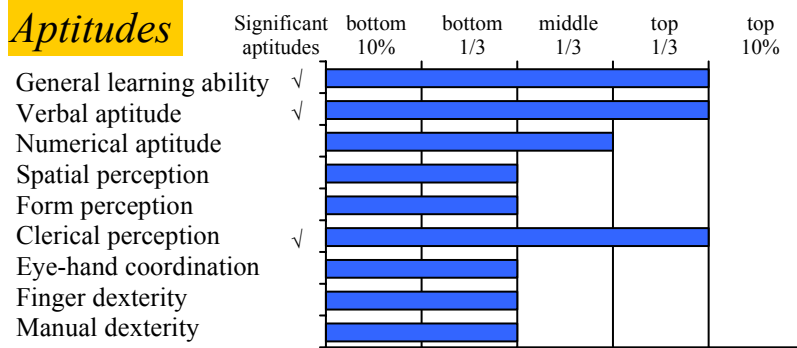
Occupational License is required for most employment in Maine. For more information, contact:

Department of Education, Office of Certification, 23 State House Station, Augusta Complex, Augusta, ME 04333 Tel. (207) 624-6603

Transferable Work Content Skills

- Counseling and advising people (high level)
- Teaching education and training programs (high level)
- Reviewing and evaluating educational materials (high level)
- Preparing and maintaining work logs and reports (high level)
- Evaluating student work (high level)
- Preparing educational materials (high level)
- Working as a member of an education team (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Far vision ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

No Specialties or Similar Occupations identified

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- American Federation of Teachers - <http://www.aft.org>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Middle School Teachers, Except Special and Vocational Education

Occupational Profile for Maine

O*NET 25-2022.00

Job Description

Teaches students in public or private schools in one or more subjects at the middle, intermediate, or junior high level, which falls between elementary and senior high school as defined by applicable State laws and regulations.

Wages

Their average wage in Maine in 2001 was \$38,135 per year.

Employment

The estimated number of Middle School Teachers, Except Special and Vocational Education employed in Maine in 2000 was 4,154. It is projected that in 2010 there will be 4,145. This represents a growth rate of -0.2% over this period. Growth plus replacement needs are estimated to average about 95 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Middle School Teachers, Except Special and Vocational Education in Maine in 2001 were:

Industry	Percentage
Educational Services	100.0 %
Social Services	0.0 %

Education, Training, and Work Experience

Information Unavailable: Information is not available for this sub-heading area and those that follow. Recent changes in the occupational coding structure have resulted in the addition of some newly defined occupations for which data is still needed.

To get a general idea of similar work and worker characteristics, you may refer to an occupation within the same major group (having the same first two digits in the Standard Occupational Classification (SOC) code).

Transferable Work Content Skills

Information Unavailable

Aptitudes

Information Unavailable

Physical Abilities

Information Unavailable

Physical Demands

Information Unavailable

Specialties and Similar Occupations

Information Unavailable

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Secondary School Teachers, Except Special and Vocational Education

Occupational Profile for Maine

O*NET 25-2031.00

Job Description

Instructs students in public or private schools in one or more subjects, such as English, math, science, or social studies. May be designated according to subject matter specialty.

Wages

Their average wage in Maine in 2001 was \$39,075 per year.

Employment

The estimated number of Secondary School Teachers, Except Special and Vocational Education employed in Maine in 2000 was 7,573. It is projected that in 2010 there will be 8,186. This represents a growth rate of 8.1% over this period. Growth plus replacement needs are estimated to average about 292 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors

(by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Secondary School Teachers, Except Special and Vocational Education in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Educational Services	99.7 %
Social Services	0.3 %

Education, Training, and Work Experience

Bachelor's degree

All 50 States and the District of Columbia require public school teachers to be licensed. Licensure is not required for teachers in private schools. All States require general education teachers to have a bachelor's degree and to have completed an approved teacher training program with a prescribed number of subject and education credits as well as supervised practice teaching.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Education, General (13.0101)
- Education of the Gifted and Talented (13.1004)
- Junior High/Intermediate/Middle School Teacher Education (13.1203)
- Secondary Teacher Education (13.1205)
- Art Teacher Education (13.1302)
- Driver and Safety Teacher Education (13.1304)
- English Teacher Education (13.1305)
- Foreign Languages Teacher Education (13.1306)
- Health Teacher Education (13.1307)
- Technology Teacher Education/Industrial Arts Teacher Education (13.1309)
- Mkt. Op. Teacher Educ./Marketing & Distribution Teacher Educ. (13.1310)
- Mathematics Teacher Education (13.1311)
- Music Teacher Education (13.1312)
- Physical Education Teaching and Coaching (13.1314)
- Reading Teacher Education (13.1315)
- Science Teacher Education, General (13.1316)
- Social Science Teacher Education (13.1317)
- Computer Teacher Education (13.1321)
- Teacher Education, Specific Academic and Vocational Programs, Other (13.1399)

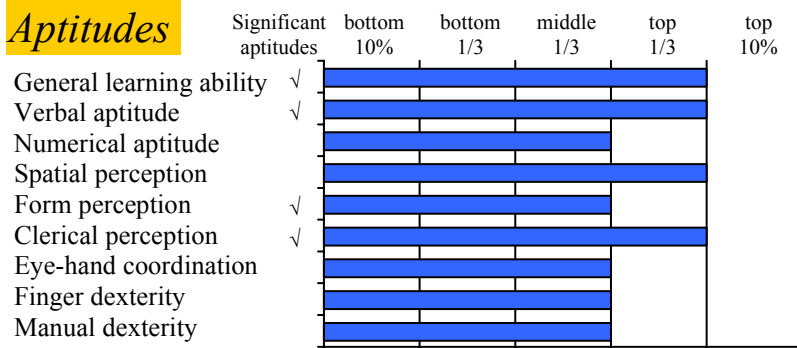
Occupational License is required for most employment in Maine. For more information, contact:

Department of Education, Office of Certification, 23 State House Station, Augusta Complex, Augusta, ME 04333 Tel. (207) 624-6603

Transferable Work Content Skills

- Counseling and advising people (high level)
- Teaching education and training programs (high level)
- Reviewing and evaluating educational materials (high level)
- Preparing case reports (high level)
- Evaluating student work (high level)
- Preparing educational materials (high level)
- Working as a member of an education team (high level)

Aptitudes



Physical Abilities

- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Instructor, Military Science (DOT 099.227-022)

Teaches military subjects, such as employment and deployment of weapons systems, military aspects of geopolitics, and defense concepts in public and private secondary schools and colleges and universities offering Reserve Officers' Training program. Specializes in teaching subjects concerned with particular branch of military tactics, such as aerospace science, naval science, or military science.

- Instructor, Physical Education (DOT 099.224-010)

Instructs students in physical education activities in educational institution.

- Teacher, Industrial Arts (DOT 091.221-010)

Teaches students basic techniques and assists in development of manipulative skills in industrial arts courses in secondary schools.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- American Federation of Teachers - <http://www.aft.org>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Special Education Teachers, Preschool, Kindergarten, and Elementary School

Occupational Profile for Maine

O*NET 25-2041.00

Job Description

Teaches elementary and secondary school subjects to physically, visually, and hearing impaired students.

Wages

Their average wage in Maine in 2001 was \$37,420 per year.

Employment

The estimated number of Special Education Teachers, Preschool, Kindergarten, and Elementary School employed in Maine in 2000 was 1,216. It is projected that in 2010 there will be 1,515. This represents a growth rate of 24.6% over this period. Growth plus replacement needs are estimated to average about 45 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Special Education Teachers, Preschool, Kindergarten, and Elementary School in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Educational Services	98.8 %
Social Services	1.2 %

Education, Training, and Work Experience

Bachelor's degree

All 50 States and the District of Columbia require special education teachers to be licensed. In many States, special education teachers receive a general education credential to teach kindergarten through grade 12. All States require a bachelor's degree and completion of an approved teacher preparation program with a prescribed number of subject and education credits and supervised practice teaching. Many States require special education teachers to obtain a master's degree in special education, involving at least 1 year of additional coursework, including a specialization, beyond the bachelor's degree.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Education, General (13.0101)
- Special Education, General (13.1001)
- Education of the Deaf and Hearing Impaired (13.1003)
- Education of the Emotionally Handicapped (13.1005)
- Education of the Mentally Handicapped (13.1006)
- Education of the Multiple Handicapped (13.1007)
- Education of the Physically Handicapped (13.1008)
- Education of the Blind and Visually Handicapped (13.1009)
- Education of the Specific Learning Disabled (13.1011)
- Education of the Speech Impaired (13.1012)
- Education of the Autistic (13.1013)
- Special Education, Other (13.1099)

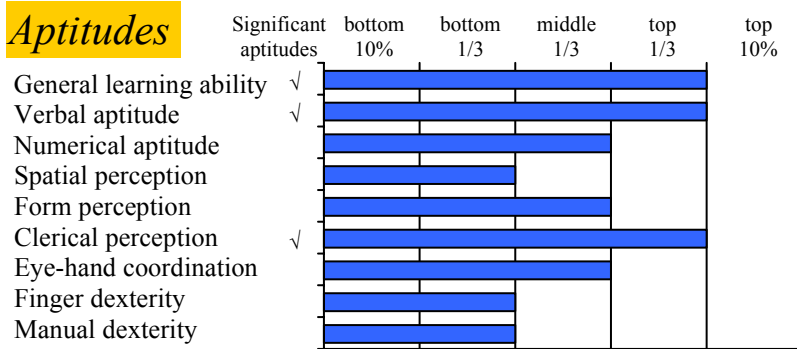
Occupational License is required for most employment in Maine. For more information, contact:

Department of Education, Office of Certification, 23 State House Station, Augusta Complex, Augusta, ME 04333 Tel. (207) 624-6603

Transferable Work Content Skills

- Counseling and advising people (high level)
- Teaching education and training programs (high level)
- Reviewing and evaluating educational materials (high level)
- Preparing case reports (high level)
- Evaluating student work (high level)
- Preparing educational materials (high level)
- Working as a member of an education team (high level)

Aptitudes



Physical Abilities

- No physical abilities rated as significant

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Teacher, Emotionally Impaired (DOT 094.227-010)

Teaches elementary and secondary school subjects to students with emotional impairments in schools, institutions, or other specialized facilities.

- Teacher, Hearing Impaired (DOT 094.224-010)

Teaches elementary and secondary school subjects to hearing impaired students, using various methods of communication to receive and convey language.

- Teacher, Learning Disabled (DOT 094.227-030)

Teaches elementary and secondary school subjects in schools, institutions, or other specialized facilities to students with neurological problems in learning.

- Teacher, Mentally Impaired (DOT 094.227-022)

Teaches basic academic and living skills to mentally impaired students in schools and other institutions.

- Teacher, Physically Impaired (DOT 094.224-014)

Teaches elementary and secondary school subjects to physically impaired students, adapting teaching techniques and methods of instruction to meet individual needs of students in schools, hospitals, and students' homes.

- Teacher, Visually Impaired (DOT 094.224-018)

Teaches elementary and secondary school subjects and daily living skills to visually impaired students.

Web Sites

- National Clearinghouse for Professions in Special Education - <http://www.special-ed-careers.org>
- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Teacher Assistants

Occupational Profile for Maine

O*NET 25-9041.00

Job Description

Prepares classroom materials, supervises students, and operates audio-visual equipment under the guidance of a teacher.

Wages

Their average wage in Maine in 2001 was \$10.73 per hour. This would be equivalent to \$1,860 per month or \$22,318 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Teacher Assistants employed in Maine in 2000 was 7,770. It is projected that in 2010 there will be 8,775. This represents a growth rate of 12.9% over this period. Growth plus replacement needs are estimated to average about 263 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Teacher Assistants in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Educational Services	91.2 %
Social Services	6.3 %
Membership Organizations	1.7 %

Education, Training, and Work Experience

High school (GED), plus on-the-job training

Educational requirements for teacher aides range from a high school diploma to some college training. Teacher assistants with instructional responsibilities usually require more training than those who do not perform teaching tasks.

Increasingly, employers prefer teacher assistants who have some college training. Some teacher assistants are aspiring teachers who are working towards their degree while gaining experience. Many schools require previous experience in working with children. A number of 2-year and community colleges offer associate degree programs that prepare graduates to work as teacher assistants. However, most teacher assistants receive on-the-job training.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Bilingual/Bicultural Education (13.0201)
- Teacher Assistant/Aide (13.1501)
- on-the-job training

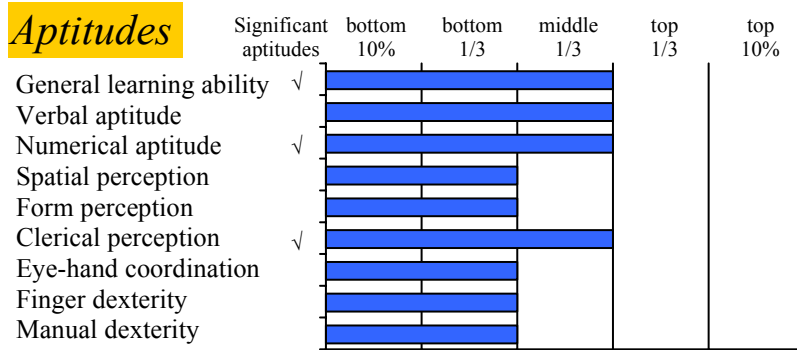
Occupational License is required for most employment in Maine. For more information, contact:

Department of Education, Office of Certification, 23 State House Station, Augusta Complex, Augusta, ME 04333 Tel. (207) 624-6603

Transferable Work Content Skills

- Operating audio-visual equipment (medium level)
- Filing documents (medium level)
- Providing child care services (high level)
- Preparing and maintaining work logs and reports (medium level)
- Preparing and organizing verbal records (medium level)
- Compiling and cataloging written information (medium level)
- Working as a member of an education team (medium level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Far vision ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Grading Clerk (DOT 219.467-010)

Scores objective-type examination papers and computes and records test grades and averages of students in school or college.

- Satellite-Instruction Facilitator (DOT 249.367-086)

Monitors training programs transmitted by communication satellite from institution of higher learning to remote educational institution or facility.

- Teacher Aides, Paraprofessional (O*NET 31521)

Perform duties that are instructional in nature or deliver direct services to students and/or parents. Serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- Association for Childhood Education International - <http://www.acei.org>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Graphic Designers

Occupational Profile for Maine

O*NET 27-1024.00

Job Description

Designs art and copy layouts for material to be presented by magazines, newspapers, television, and packaging. Creates graphics for television and computer-generated media. Uses computer software to design new images or to modify existing ones.

Wages

Their average wage in Maine in 2001 was \$17.11 per hour. This would be equivalent to \$2,966 per month or \$35,589 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Graphic Designers employed in Maine in 2000 was 625. It is projected that in 2010 there will be 816. This represents a growth rate of 30.6% over this period. Growth plus replacement needs are estimated to average about 25 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors

(by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Graphic Designers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Business Services	39.5 %
Printing & Publishing	36.4 %
Miscellaneous Retail Stores	4.0 %

Education, Training, and Work Experience

Bachelor's degree or higher, plus work experience

A bachelor's degree is required for most entry-level design positions. Beginning designers usually receive on-the-job training, and normally need 1 to 3 years of training before they can advance to higher-level positions.

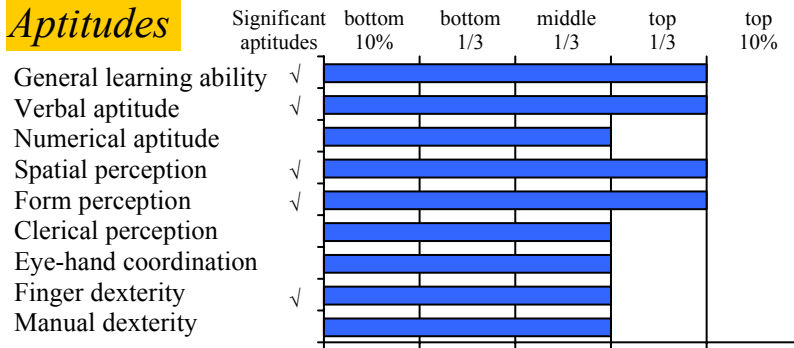
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Graphic Design, Commercial Art and Illustration (50.0402)
- Medical Illustrating (51.2703)

Transferable Work Content Skills

- Operating computers to lay out designs and colors (medium level)
- Working as a member of a design team (high level)
- Producing designs of ideas or letters (high level)
- Sketching original designs for materials and products (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Color discrimination ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

- Cartoonists and Animators (O*NET 34035D)

Draw cartoons or other animated images by hand for publication, motion pictures, or television. May specialize in creating storyboards, laying out scenes, painting, developing characters, or cleanup.

- Animator/Media Artist

Creates drawings and designs for film and television. Draws images by hand or uses computers to create images. Records images onto film, video, or hard disk. Produces cartoons of characters in different positions and in different settings. Gives characters movement, personality, and physical characteristics. Synchronizes lip movements and action with words, music, and sound effects. Adds color to drawings and paints backgrounds. May prepare models of characters. May work on a freelance basis.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- Graphic Arts Information Network - <http://www.gain.net/>
- Graphic Artists Guild - <http://www.gag.org>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Public Relations Specialists

Occupational Profile for Maine

O*NET 27-3031.00

Job Description

Promotes and creates a positive image for individuals, groups, or organizations by writing or selecting favorable publicity material and releasing it through various media.

Wages

Their average wage in Maine in 2001 was \$19.01 per hour. This would be equivalent to \$3,295 per month or \$39,541 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Public Relations Specialists employed in Maine in 2000 was 306. It is projected that in 2010 there will be 397. This represents a growth rate of 29.7% over this period. Growth plus replacement needs are estimated to average about 14 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Public Relations Specialists in Maine in 2001 were:

Industry	Percentage
Educational Services	16.7 %
Membership Organizations	13.9 %
Business Services	9.4 %

Education, Training, and Work Experience

Bachelor's degree

There are no defined standards for entry into a public relations career. A college degree combined with public relations experience, usually gained through an internship, is considered excellent preparation for public relations work; in fact, internships are becoming vital to obtaining employment. Some firms seek college graduates who have worked in electronic or print journalism. Other employers seek applicants with demonstrated communications skills and training or experience in a field related to the firm's business -- science, engineering, sales, or finance, for example.

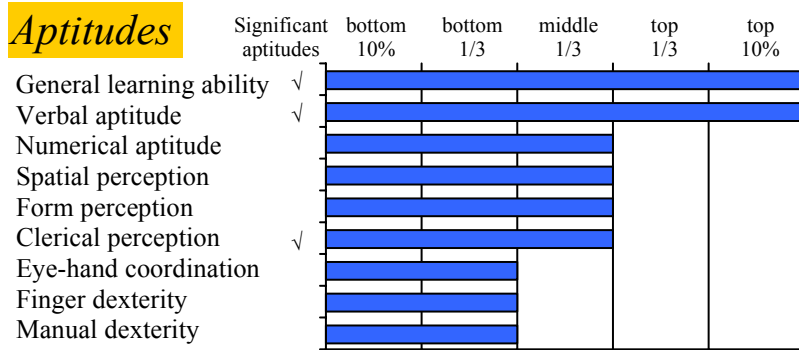
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Advertising (09.0201)
- Public Relations and Organizational Communications (09.0501)

Transferable Work Content Skills

- Selling products or services (high level)
- Writing ideas (high level)
- Planning and giving information and help (high level)
- Preparing project status reports (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

• Lobbyist (DOT 165.017-010)

Contacts and confers with members of legislature and other holders of public office to persuade them to support legislation favorable to client's interest.

• Public-Relations Representative (DOT 165.167-014)

Plans and conducts public relations program designed to create and maintain favorable public image for employer or client.

• Sales-Service Promoter (DOT 165.167-010)

Promotes sales and creates goodwill for firm's products or services by preparing displays, touring country, making speeches at retail dealers conventions, and calling on individual merchants to advise on ways and means for increasing sales. May demonstrate products representing technological advances in industry.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Editors

Occupational Profile for Maine

O*NET 27-3041.00

Job Description

Directs and performs editorial activities for newspapers, movie or TV studios, publishing companies, and similar organizations. Performs a variety of duties, such as laying out, proofreading, and revising the content of written material in preparation for final publication.

Wages

Their average wage in Maine in 2001 was \$16.59 per hour. This would be equivalent to \$2,876 per month or \$34,507 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Editors employed in Maine in 2000 was 591. It is projected that in 2010 there will be 735. This represents a growth rate of 24.4% over this period. Growth plus replacement needs are estimated to average about 33 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Editors in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Printing & Publishing	66.0 %
Business Services	19.7 %
Engineering & Management Services	2.9 %
Educational Services	2.9 %

Education, Training, and Work Experience

Bachelor's degree

A college degree generally is required for a position as an editor. Although some employers look for a broad liberal arts background, most prefer to hire people with degrees in communications, journalism, or English.

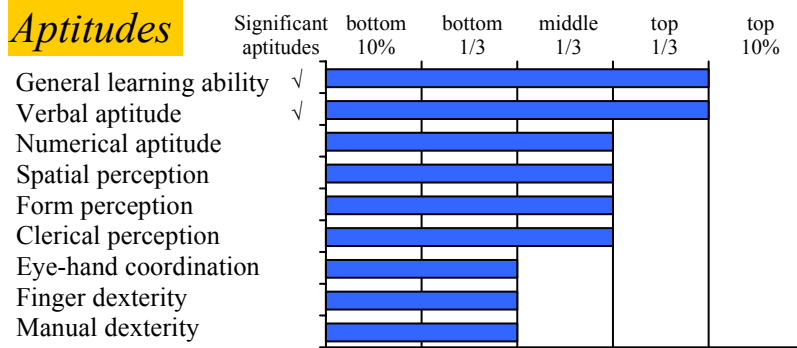
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Journalism (09.0401)
- Mass Communications (09.0403)
- English Creative Writing (23.0501)
- English Technical and Business Writing (23.1101)

Transferable Work Content Skills

- Hiring and supervising staff (high level)
- Assigning duties to workers (high level)
- Working as a member of a journalism team (high level)
- Writing ideas (high level)
- Evaluating the quality of products and materials (high level)
- Writing and reporting on news events (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Assignment Editor (DOT 132.132-010)

Supervises and coordinates activities of radio or television news gathering staff.

- Bureau Chief (DOT 132.067-010)

Directs and coordinates activities of personnel engaged in selecting, gathering, and editing news and news pictures in remote location or foreign country and transmitting to home office of newspaper or press syndicate.

- Editor, City (DOT 132.037-014)

Directs and supervises personnel engaged in selecting, gathering, and editing local news and news photographs for edition of newspaper.

- Editor, Department (DOT 132.037-018)

Supervises personnel engaged in selecting, gathering, and editing news and news photographs for one or more specialized news departments of newspaper.

- Editor, Newspaper (DOT 132.017-014)

Formulates editorial policy and directs operation of newspaper.

- Editor, Publications (DOT 132.037-022)

Formulates policy; plans, coordinates, and directs editorial activities; and supervises workers who assist in selecting and preparing material for publication in magazines, trade journals, house organs, and related publications.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- Dow Jones Newspaper Fund - <http://www.dowjones.com/newsfund/>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Interpreters and Translators

Occupational Profile for Maine

O*NET 27-3091.00

Job Description

Translates and interprets written or spoken communications from one language to another or from spoken to manual (sign) language used by the hearing-impaired.

Wages

Their average wage in Maine in 2001 was \$18.69 per hour. This would be equivalent to \$3,240 per month or \$38,875 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Interpreters and Translators employed in Maine in 2000 was 168. It is projected that in 2010 there will be 253. This represents a growth rate of 50.6% over this period. Growth plus replacement needs are estimated to average about 12 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Interpreters and Translators in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Social Services	43.5 %
Business Services	42.8 %
Communications	10.9 %

Education, Training, and Work Experience

Bachelor's degree or higher, plus work experience

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Foreign Languages and Literatures, General (16.0101)
- Foreign Language Interpretation and Translation (16.0103)
- Chinese Language and Literature (16.0301)
- Japanese Language and Literature (16.0302)
- East and Southeast Asian Languages and Literatures, Other (16.0399)
- Russian Language and Literature (16.0402)
- Slavic Languages and Literatures (Other Than Russian) (16.0403)
- East European Languages and Literatures, Other (16.0499)
- German Language and Literature (16.0501)
- Scandinavian Languages and Literatures (16.0502)
- Germanic Languages and Literatures, Other (16.0599)
- South Asian Languages and Literatures (16.0703)
- French Language and Literature (16.0901)
- Italian Language and Literature (16.0902)
- Portuguese Language and Literature (16.0904)
- Spanish Language and Literature (16.0905)
- Romance Languages and Literatures, Other (16.0999)
- Arabic Language and Literature (16.1101)
- Hebrew Language and Literature (16.1102)
- Foreign Languages and Literatures, Other (16.9999)

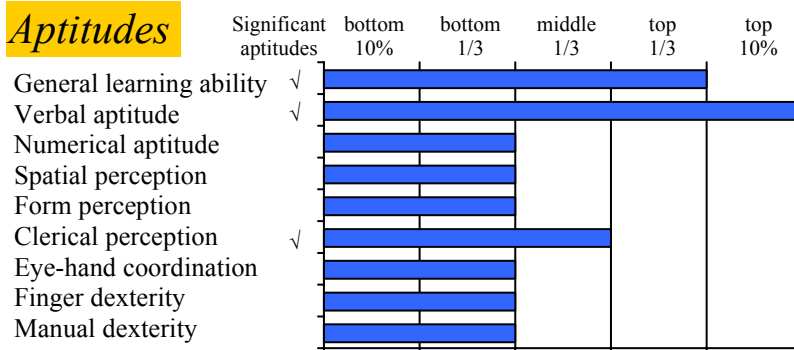
Occupational License is required for most employment in Maine. For more information, contact:

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station,
112 Northern Avenue, Gardiner, ME 04345 Tel. (207) 624-8603

Transferable Work Content Skills

- Writing ideas (high level)
- Preparing and organizing verbal records (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Auditory attention ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

- Interpreter (DOT 137.267-010)
Translates spoken passages from one language into another.
- Interpreter, Deaf (DOT 137.267-014)
Provides translation between spoken and manual (sign language) communication.
- Translator (DOT 137.267-018)
Translates documents and other material from one language to another.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Pharmacists

Occupational Profile for Maine

O*NET 29-1051.00

Job Description

Prepares and dispenses medications, following prescriptions issued by physicians, dentists, or other authorized medical practitioners.

Wages

Their average wage in Maine in 2001 was \$35.12 per hour. This would be equivalent to \$6,087 per month or \$73,050 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Pharmacists employed in Maine in 2000 was 966. It is projected that in 2010 there will be 1,132. This represents a growth rate of 17.2% over this period. Growth plus replacement needs are estimated to average about 46 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Pharmacists in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Miscellaneous Retail Stores	46.4 %
Health Services	23.9 %
Food Stores	13.3 %

Education, Training, and Work Experience

First professional degree

A license to practice pharmacy is required in all States, the District of Columbia, and U.S. territories. Pharmacy programs grant the degree of Doctor of Pharmacy (Pharm.D.), which requires at least 6 years of postsecondary study and the passing of the licensure examination of a State board of pharmacy. The Pharm.D. is a 4-year program that requires at least 2 years of college study prior to admittance. This degree has replaced the Bachelor of Science (B.S.) degree, which will cease to be awarded after 2005. Colleges of pharmacy require at least 2 years of college-level prepharmacy education. Both the master's and Ph.D. degrees are awarded after completion of a Pharm.D. degree. These degrees are designed for those who want more laboratory and research experience.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Pre-Pharmacy Studies (51.1103)
- Pharmacy (B. Pharm., Pharm.D.) (51.2001)
- Pharmacy Administration and Pharmaceutics (51.2002)
- Medical Pharmacology and Pharmaceutical Sciences (51.2003)
- Pharmacy, Other (51.2099)
- license required

Occupational License is required for most employment in Maine. For more information, contact:

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station, 112 Northern Avenue, Gardiner, ME 04345 Tel. (207) 624-8603

Transferable Work Content Skills

- Hiring and supervising staff (high level)
- Selling products or services (high level)
- Purchasing products for resale (high level)
- Helping people understand health care instructions (high level)
- Treating physical or mental problems (high level)
- Providing health care support services (high level)
- Developing and using computerized medical records (high level)

Aptitudes

	Significant aptitudes	bottom 10%	bottom 1/3	middle 1/3	top 1/3	top 10%
General learning ability	√					
Verbal aptitude	√					
Numerical aptitude	√					
Spatial perception						
Form perception	√					
Clerical perception						
Eye-hand coordination						
Finger dexterity	√					
Manual dexterity						

Physical Abilities

- No physical abilities rated as significant

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

- Director, Pharmacy Services (DOT 074.167-010)
Directs and coordinates, through subordinate supervisory personnel, activities and functions of hospital pharmacy.
- Radiopharmacist (DOT 074.161-014)
Prepares and dispenses radioactive pharmaceuticals used for patient diagnosis and therapy, applying principles and practices of pharmacy and radiochemistry.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- National Association of Chain Drug Stores - <http://www.nacds.org>
- American Association of Colleges of Pharmacy - <http://www.aacp.org>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Psychiatrists

Occupational Profile for Maine

O*NET 29-1066.00

Job Description

Diagnoses mental, emotional, and behavioral disorders. Prescribes medication or administers psychotherapeutic treatments to treat disorders.

Wages

Their average wage in Maine in 2001 was \$63.59 per hour. This would be equivalent to \$11,022 per month or \$132,267 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Psychiatrists employed in Maine in 2000 was 145. It is projected that in 2010 there will be 209. This represents a growth rate of 44.1% over this period. Growth plus replacement needs are estimated to average about 8 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Psychiatrists in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Health Services	77.0 %
Social Services	16.4 %
Business Services	4.1 %

Education, Training, and Work Experience

First professional degree

It takes many years of education and training to become a physician: 4 years of undergraduate school, 4 years of medical school, and 3 to 8 years of internship and residency, depending on the specialty selected. The minimum educational requirement for entry into a medical school is 3 years of college; most applicants, however, have at least a bachelor's degree, and many have advanced degrees. All States, the District of Columbia, and U.S. territories license physicians.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Pre-Medicine Studies (51.1102)
- Medicine (M.D.) (51.1201)
- Psychoanalysis (51.2705)
- Child Psychiatry Residency (51.2908)
- Psychiatry Residency (51.2955)
- medical license required

Occupational License is required for most employment in Maine. For more information, contact:

Board of Licensure in Medicine, 137 State House Station, 2 Bangor Street, Augusta, ME 04333 Tel. (207) 287-3601

Transferable Work Content Skills

- Counseling and advising people (high level)
- Diagnosing diseases and disorders (high level)
- Explaining social science concepts (high level)
- Interviewing people to obtain information (high level)
- Treating physical or mental problems (high level)
- Analyzing social science data (high level)
- Planning health care treatments (high level)
- Planning and giving information and help (high level)

Aptitudes

	Significant aptitudes	bottom 10%	bottom 1/3	middle 1/3	top 1/3	top 10%
General learning ability	√					
Verbal aptitude	√					
Numerical aptitude	√					
Spatial perception	√					
Form perception	√					
Clerical perception						
Eye-hand coordination						
Finger dexterity						
Manual dexterity						

Physical Abilities

- Near vision ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

No Specialties or Similar Occupations identified

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Surgeons

Occupational Profile for Maine

O*NET 29-1067.00

Job Description

Performs surgery to repair injuries, to remove or repair diseased organs, bones, or tissue, correct deformities, or to improve bodily function in patients.

Wages

Their average wage in Maine in 2001 was \$69.67 per hour. This would be equivalent to \$12,076 per month or \$144,914 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Surgeons employed in Maine in 2000 was 411. It is projected that in 2010 there will be 524. This represents a growth rate of 27.5% over this period. Growth plus replacement needs are estimated to average about 17 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Surgeons in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Health Services	100.0 %

Education, Training, and Work Experience

First professional degree

It takes many years of education and training to become a physician: 4 years of undergraduate school, 4 years of medical school, and 3 to 8 years of internship and residency, depending on the specialty selected. The minimum educational requirement for entry into a medical school is 3 years of college; most applicants, however, have at least a bachelor's degree, and many have advanced degrees. All States, the District of Columbia, and U.S. territories license physicians.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Pre-Medicine Studies (51.1102)
- Medicine (M.D.) (51.1201)
- Critical Care Surgery Residency (51.2912)
- General Surgery Residency (51.2921)
- Hand Surgery Residency (51.2923)
- Neurological Surgery/Neurosurgery Residency (51.2933)
- Orthopedics/Orthopedic Surgery Residency (51.2942)
- Pediatric Surgery Residency (51.2950)
- Plastic Surgery Residency (51.2953)
- Thoracic Surgery Residency (51.2962)
- Vascular Surgery Residency (51.2964)
- surgery license required

Occupational License is required for most employment in Maine. For more information, contact:

Board of Licensure in Medicine, 137 State House Station, 2 Bangor Street, Augusta, ME 04333 Tel. (207) 287-3601

Transferable Work Content Skills

- Using medical or dental instruments to treat patients (high level)
- Diagnosing diseases and disorders (high level)
- Giving health care instructions (high level)
- Treating physical or mental problems (high level)
- Planning health care treatments (high level)
- Observing and analyzing physical problems (high level)

Aptitudes

	Significant aptitudes	bottom 10%	bottom 1/3	middle 1/3	top 1/3	top 10%
General learning ability	✓					
Verbal aptitude	✓					
Numerical aptitude	✓					
Spatial perception	✓					
Form perception	✓					
Clerical perception						
Eye-hand coordination	✓					
Finger dexterity	✓					
Manual dexterity	✓					

Physical Abilities

- Dynamic strength ... (medium level)
- Trunk strength ... (medium level)
- Near vision ... (medium level)
- Depth perception ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

No Specialties or Similar Occupations identified

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- American Medical Association - <http://www.ama-assn.org>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Physician Assistants Occupational Profile for Maine

O*NET 29-1071.00

Job Description

Provides patient services under the direct supervision and responsibility of physicians. Directly assists doctors as needed.

Wages

Their average wage in Maine in 2001 was \$35.68 per hour. This would be equivalent to \$6,185 per month or \$74,214 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Physician Assistants employed in Maine in 2000 was 532. It is projected that in 2010 there will be 843. This represents a growth rate of 58.5% over this period. Growth plus replacement needs are estimated to average about 43 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Physician Assistants in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Health Services	96.4 %
Federal Government	1.9 %
Engineering & Management Services	0.6 %
Educational Services	0.6 %

Education, Training, and Work Experience

Bachelor's degree

All States require that new PAs complete an accredited, formal education program. As of July 2001, there were 129 accredited or provisionally accredited educational programs for physician assistants; 64 of these programs offered a master's degree. The rest offered either a bachelor's degree or an associate degree. Most PA graduates have at least a bachelor's degree. PA programs usually last at least 2 years. Admission requirements vary, but many programs require 2 years of college and some work experience in the healthcare field.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Physician Assistant (51.0807)
- may require certification
- accredited through the Accreditation Review Committee on Education for the Physician Assistant

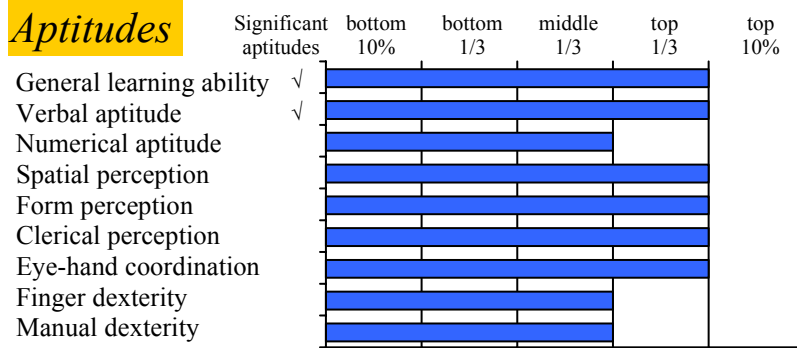
Occupational License is required for most employment in Maine. For more information, contact:

Board of Licensure in Medicine, 137 State House Station, 2 Bangor Street, Augusta, ME 04333 Tel. (207) 287-3601

Transferable Work Content Skills

- Giving injections, drugs, and other medications (high level)
- Helping people understand health care instructions (high level)
- Treating physical or mental problems (high level)
- Working as a member of a health services team (high level)
- Planning health care treatments (high level)
- Observing and analyzing physical problems (high level)
- Developing and using computerized medical records (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Medical-Service Technician (DOT 079.367-018)

Administers medical aid to personnel aboard submarines, small ships, and isolated areas in absence of or under supervision of medical superior.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- American Academy of Physician Assistants - <http://www.aapa.org>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Registered Nurses Occupational Profile for Maine

O*NET 29-1111.00

Job Description

Administers nursing care to ill or injured persons. Includes administrative, public health, industrial, private duty, and surgical nurses.

Wages

Their average wage in Maine in 2001 was \$21.67 per hour. This would be equivalent to \$3,756 per month or \$45,074 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Registered Nurses employed in Maine in 2000 was 12,182. It is projected that in 2010 there will be 14,903. This represents a growth rate of 22.3% over this period. Growth plus replacement needs are estimated to average about 518 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Registered Nurses in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Health Services	83.3 %
Educational Services	3.3 %
Business Services	2.8 %

Education, Training, and Work Experience

Associate's degree

In all States and the District of Columbia, students must graduate from an approved nursing program and pass a national licensing examination to obtain a nursing license. There are three major educational paths to registered nursing: associate degree in nursing (A.D.N.), bachelor of science degree in nursing (B.S.N.), and diploma. A.D.N. programs, offered by community and junior colleges, take about 2 to 3 years. About half of the 1,700 RN programs in 2000 were at the A.D.N. level. B.S.N. programs, offered by colleges and universities, take 4 or 5 years. More than one-third of all programs in 2000 offered degrees at the bachelor's level. Diploma programs, administered in hospitals, last 2 to 3 years. Only a small number of programs offer diploma-level degrees. Generally, licensed graduates of any of the three program types qualify for entry-level positions as staff nurses. Many A.D.N. and diploma-educated nurses later enter bachelor's programs to prepare for a broader scope of nursing practice.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Nursing (51.1601)
- Nursing, Adult Health (Post-R.N.) (51.1603)
- Nursing Anesthetist (Post-R.N.) (51.1604)
- Nursing, Family Practice (Post-R.N.) (51.1605)
- Nursing, Maternal/Child Health (Post-R.N.) (51.1606)
- Nursing Midwifery (Post-R.N.) (51.1607)
- Nursing Science (Post-R.N.) (51.1608)
- Nursing, Pediatric (Post-R.N.) (51.1609)
- Nursing, Psychiatric/Mental Health (Post-R.N.) (51.1610)
- Nursing, Public Health (Post-R.N.) (51.1611)
- Nursing, Surgical (Post-R.N.) (51.1612)
- Nursing, Other (51.1699)

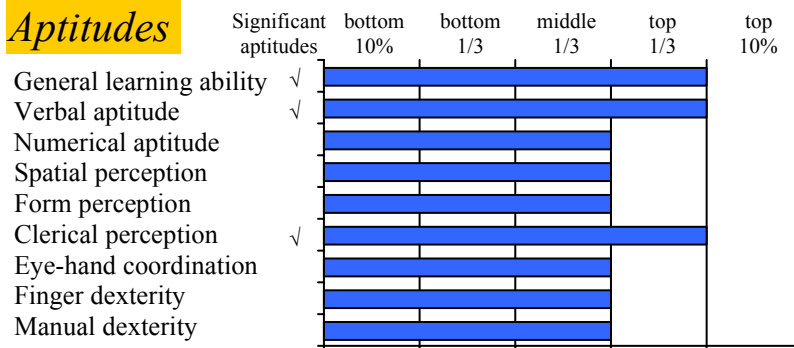
Occupational License is required for most employment in Maine. For more information, contact:

Maine State Board of Nursing, 158 State House Station, 24 Stone St, Augusta, ME 04333-0158 Tel. (207) 287-1133

Transferable Work Content Skills

- Giving injections, drugs, and other medications (high level)
- Helping people understand health care instructions (high level)
- Treating physical or mental problems (high level)
- Working as a member of a health services team (high level)
- Planning health care treatments (high level)
- Observing and analyzing physical problems (high level)
- Collecting and recording medical information (high level)
- Developing and using computerized medical records (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Color discrimination ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Nurse Anesthetist (DOT 075.371-010)

Administers local, inhalation, intravenous, and other anesthetics prescribed by ANESTHESIOLOGIST (medical ser.) 070.101-010 to induce total or partial loss of sensation or consciousness in patients during surgery, deliveries, or other medical and dental procedures.

- Nurse Practitioner (DOT 075.264-010)

Provides general medical care and treatment to patients in medical facility, such as clinic, health center, or public health agency, under direction of physician.

- Nurse, Consultant (DOT 075.127-014)

Advises hospitals, schools of nursing, industrial organizations, and public health groups on problems related to nursing activities and health services.

- Nurse, General Duty (DOT 075.364-010)

Provides general nursing care to patients in hospital, nursing home, infirmary, or similar health care facility.

- Nurse, Head (DOT 075.137-014)

Supervises and coordinates nursing activities in hospital unit.

- Nurse, Office (DOT 075.374-014)

Cares for and treats patients in medical office, as directed by physician.

- Nurse, Private Duty (DOT 075.374-018)

Contracts independently to render nursing care, usually to one patient, in hospital or private home.

- Nurse, School (DOT 075.124-010)

Provides health care services to students.

- Nurse-Midwife (DOT 075.264-014)

Provides medical care and treatment to obstetrical patients under supervision of OBSTETRICIAN (medical ser.), delivers babies, and instructs patients in prenatal and postnatal health practices.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- American Nurses' Association - <http://www.ana.org>
- National League for Nursing - <http://www.nln.org>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Occupational Therapists

Occupational Profile for Maine

O*NET 29-1122.00

Job Description

Plans, organizes, and conducts medically-oriented occupational programs in hospitals or similar institutions to rehabilitate patients who are physically or mentally challenged.

Wages

Their average wage in Maine in 2001 was \$23.49 per hour. This would be equivalent to \$4,072 per month or \$48,859 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Occupational Therapists employed in Maine in 2000 was 441. It is projected that in 2010 there will be 556. This represents a growth rate of 26.1% over this period. Growth plus replacement needs are estimated to average about 23 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Occupational Therapists in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Health Services	75.3 %
Educational Services	13.4 %
Social Services	4.4 %

Education, Training, and Work Experience

Bachelor's degree

A bachelor's degree in occupational therapy is the minimum requirement for entry into this field. All States, Puerto Rico, and the District of Columbia regulate occupational therapy. To obtain a license, applicants must graduate from an accredited educational program, and pass a national certification examination. Those who pass the test are awarded the title of registered occupational therapist.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Occupational Therapy (51.2306)
- accredited through Accreditation Council for Occupational Therapy Education (ACOTE)

Occupational License is required for most employment in Maine. For more information, contact:

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station, 112 Northern Avenue, Gardiner, ME 04345 Tel. (207) 624-8603

Transferable Work Content Skills

- Giving health care instructions (high level)
- Treating physical or mental problems (medium level)
- Working as a member of a health services team (high level)
- Planning recreation and entertainment activities (high level)
- Planning health care treatments (high level)

Aptitudes

	Significant aptitudes	bottom 10%	bottom 1/3	middle 1/3	top 1/3	top 10%
General learning ability	√					
Verbal aptitude	√					
Numerical aptitude	√					
Spatial perception						
Form perception						
Clerical perception						
Eye-hand coordination						
Finger dexterity						
Manual dexterity						

Physical Abilities

- No physical abilities rated as significant

Physical Demands

- Medium (20 lbs to 50 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Industrial Therapist (DOT 076.167-010)

Arranges salaried, productive employment in actual work environment for mentally ill patients, to enable patients to perform medically prescribed work activities, and to motivate and prepare patients to resume employment outside hospital environment.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- American Occupational Therapy Association - <http://www.aota.org>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Physical Therapists Occupational Profile for Maine

O*NET 29-1123.00

Job Description

Selects and applies techniques and treatments that help relieve pain, increase strength, and decrease or prevent crippling for patients in a hospital or other health care facility.

Wages

Their average wage in Maine in 2001 was \$23.60 per hour. This would be equivalent to \$4,091 per month or \$49,088 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Physical Therapists employed in Maine in 2000 was 808. It is projected that in 2010 there will be 1,065. This represents a growth rate of 31.8% over this period. Growth plus replacement needs are estimated to average about 46 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors

(by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Physical Therapists in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Health Services	91.7 %
Educational Services	2.1 %
Social Services	1.7 %

Education, Training, and Work Experience

Master's degree

All States require physical therapists to pass a licensure exam before they can practice, after graduating from an accredited physical therapist educational program.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Exercise Sciences/Physiology and Movement Studies (31.0505)
- Movement Therapy (51.2304)
- Physical Therapy (51.2308)
- license required

Occupational License is required for most employment in Maine. For more information, contact:

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station,
112 Northern Avenue, Gardiner, ME 04345 Tel. (207) 624-8603

Transferable Work Content Skills

- Operating medical diagnostic equipment (high level)
- Giving health care instructions (high level)
- Treating physical or mental problems (medium level)
- Working as a member of a health services team (high level)
- Planning health care treatments (high level)

Aptitudes

	Significant aptitudes	bottom 10%	bottom 1/3	middle 1/3	top 1/3	top 10%
General learning ability	√					
Verbal aptitude	√					
Numerical aptitude						
Spatial perception						
Form perception	√					
Clerical perception						
Eye-hand coordination						
Finger dexterity	√					
Manual dexterity	√					

Physical Abilities

- Speech clarity ... (medium level)

Physical Demands

- Medium (20 lbs to 50 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

No Specialties or Similar Occupations identified

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- American Physical Therapy Association - <http://www.apta.org>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Respiratory Therapists Occupational Profile for Maine

O*NET 29-1126.00

Job Description

Sets up and operates various types of equipment, such as ventilators, oxygen tents, resuscitators, and incubators, to administer oxygen and other medicinal gases or aerosol drugs to patients.

Wages

Their average wage in Maine in 2001 was \$18.91 per hour. This would be equivalent to \$3,278 per month or \$39,333 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Respiratory Therapists employed in Maine in 2000 was 400. It is projected that in 2010 there will be 522. This represents a growth rate of 30.5% over this period. Growth plus replacement needs are estimated to average about 22 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Respiratory Therapists in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Health Services	95.8 %
Wholesale Trade, Durable Goods	2.8 %
Federal Government	0.5 %
Business Services	0.5 %

Education, Training, and Work Experience

Associate's degree

Formal training is necessary for entry to this field. Formal training programs vary in length and in the credential or degree awarded. Some programs award associate's or bachelor's degrees and prepare graduates for jobs as registered respiratory therapists (RRTs). Other, shorter programs award certificates and lead to jobs as entry-level certified respiratory therapists (CRTs).

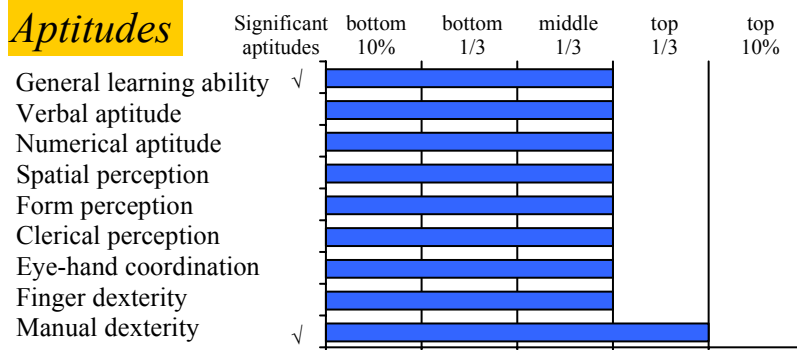
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Respiratory Therapy Technician (51.0908)
- certification available
- accredited by CAAHEP

Transferable Work Content Skills

- Operating medical diagnostic equipment (high level)
- Helping people understand health care instructions (medium level)
- Treating physical or mental problems (medium level)
- Working as a member of a health services team (high level)
- Planning health care treatments (high level)
- Collecting and recording medical information (medium level)

Aptitudes



Physical Abilities

- No physical abilities rated as significant

Physical Demands

- Medium (20 lbs to 50 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

No Specialties or Similar Occupations identified

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- American Association for Respiratory Care - <http://www.aarc.org>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Speech-Language Pathologists

Occupational Profile for Maine

O*NET 29-1127.00

Job Description

Examines and provides remedial services for persons with speech and hearing disorders.

Wages

Their average wage in Maine in 2001 was \$20.77 per hour. This would be equivalent to \$3,600 per month or \$43,202 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Speech-Language Pathologists employed in Maine in 2000 was 674. It is projected that in 2010 there will be 874. This represents a growth rate of 29.7% over this period. Growth plus replacement needs are estimated to average about 37 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Speech-Language Pathologists in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Educational Services	62.1 %
Health Services	25.5 %
Business Services	5.7 %

Education, Training, and Work Experience

Master's degree

Of the States that regulate licensing (45 for speech-language pathologists and 47 for audiologists), almost all require a master's degree or equivalent. Other requirements are 300 to 375 hours of supervised clinical experience, a passing score on a national examination, and 9 months of postgraduate professional clinical experience.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Communication Disorders, General (51.0201)
- Audiology/Hearing Sciences (51.0202)
- Speech-Language Pathology and Audiology (51.0204)
- license may be required

Occupational License is required for most employment in Maine. For more information, contact:

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station, 112 Northern Avenue, Gardiner, ME 04345 Tel. (207) 624-8603

Transferable Work Content Skills

- Operating medical diagnostic equipment (high level)
- Diagnosing diseases and disorders (high level)
- Treating physical or mental problems (high level)
- Planning health care treatments (high level)
- Observing and analyzing physical problems (high level)

Aptitudes

	Significant aptitudes	bottom 10%	bottom 1/3	middle 1/3	top 1/3	top 10%
General learning ability	√					
Verbal aptitude	√					
Numerical aptitude	√					
Spatial perception	√					
Form perception	√					
Clerical perception						
Eye-hand coordination						
Finger dexterity						
Manual dexterity						

Physical Abilities

- Auditory attention ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Voice Pathologist (DOT 076.104-010)

Diagnoses and treats voice disorders, such as those associated with professional use of voice.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- American Speech Language Hearing Association - <http://www.asha.org>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Medical and Clinical Laboratory Technologists

Occupational Profile for Maine

O*NET 29-2011.00

Job Description

Performs a wide range of complex procedures in the general area of the clinical laboratory. Performs specialized procedures in such areas as cytology, histology, and microbiology. May supervise and coordinate the activities of laboratory technicians and other workers engaged in laboratory testing.

Wages

Their average wage in Maine in 2001 was \$19.25 per hour. This would be equivalent to \$3,337 per month or \$40,040 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Medical and Clinical Laboratory Technologists employed in Maine in 2000 was 853. It is projected that in 2010 there will be 1,007. This represents a growth rate of 18.1% over this period. Growth plus replacement needs are estimated to average about 35 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors

(by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Medical and Clinical Laboratory Technologists in Maine in 2001 were:

Industry	Percentage
Health Services	97.9 %
Federal Government	1.9 %
Educational Services	0.2 %

Education, Training, and Work Experience

Bachelor's degree

The usual requirement for an entry-level position as a medical or clinical laboratory technologist is a bachelor's degree with a major in medical technology or in one of the life sciences. Universities and hospitals offer medical technology programs. It also is possible to qualify through a combination of education, on-the-job, and specialized training.

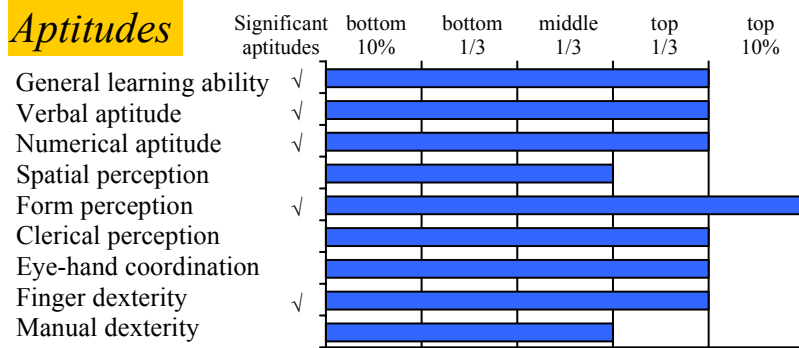
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Medical Technology (51.1005)
- accredited by CAAHEP

Transferable Work Content Skills

- Operating laboratory testing equipment (high level)
- Operating medical diagnostic equipment (high level)
- Working as a member of a health services team (high level)
- Investigating data to solve problems (high level)
- Observing and analyzing physical problems (high level)
- Reviewing and evaluating data reports (high level)
- Collecting and recording medical information (medium level)
- Developing and using computerized medical records (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Color discrimination ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

• Biochemistry Technologist (DOT 078.261-010)

Performs qualitative and quantitative chemical analyses of body fluids and exudates, following instructions, to provide information used in diagnosis and treatment of diseases.

• Cytogenetic Technologist (DOT 078.261-026)

Prepares, examines, and analyzes chromosomes found in biological specimens, such as amniotic fluids, bone marrow, and blood, to aid in diagnosis and treatment of genetic diseases.

• Cytotechnologist (DOT 078.281-010)

Stains, mounts, and studies cells of human body to detect evidence of cancer, hormonal abnormalities, and other pathological conditions, following established standards and practices.

• Histotechnologist (DOT 078.261-030)

Prepares histologic slides from tissue sections for microscopic examination and diagnosis by PATHOLOGIST (medical ser.) 070.061-010.

• Immunohematologist (DOT 078.261-046)

Performs immunohematology tests, recommends blood problem solutions to doctors, and serves as consultant to blood bank and community.

• Medical Technologist, Chief (DOT 078.161-010)

Directs and coordinates activities of workers engaged in performing chemical, microscopic, and bacteriologic tests to obtain data for use in diagnosis and treatment of diseases.

• Medical Technologist, Teaching Supervisor (DOT 078.121-010)

Teaches one or more phases of medical technology to students of medicine, medical technology, or nursing arts, or to INTERNS (medical ser.).

• Microbiology Technologist (DOT 078.261-014)

Cultivates, isolates, and assists in identifying bacteria and other microbial organisms, and performs various bacteriological, mycological, virological, mycobacteriological, and parasitological tests.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- American Society of Clinical Pathology - <http://www.ascp.org>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Dental Hygienists Occupational Profile for Maine

O*NET 29-2021.00

Job Description

Performs non-surgical dental treatments and instructs individuals in the care of the teeth and gums.

Wages

Their average wage in Maine in 2001 was \$23.49 per hour. This would be equivalent to \$4,072 per month or \$48,859 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Dental Hygienists employed in Maine in 2000 was 934. It is projected that in 2010 there will be 1,275. This represents a growth rate of 36.5% over this period. Growth plus replacement needs are estimated to average about 48 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Dental Hygienists in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Health Services	99.1 %
Local Government, Except Education & Hospitals	0.3 %
Federal Government	0.3 %

Education, Training, and Work Experience

Associate's degree

Dental hygienists must be licensed by the State in which they practice. An associate degree is sufficient for practice in a private dental office. A bachelor's or master's degree usually is required for research, teaching, or clinical practice in public or school health programs.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Dental Hygienist (51.0602)
- license required

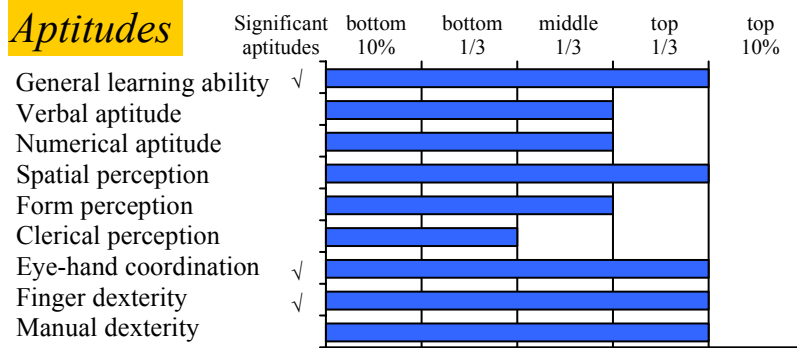
Occupational License is required for most employment in Maine. For more information, contact:

Board of Dental Examiners, 143 State House Station, 2 Bangor Street, Augusta, ME 04333 Tel. (207) 287-3333

Transferable Work Content Skills

- Operating medical diagnostic equipment (medium level)
- Developing and printing film (medium level)
- Using medical or dental instruments to treat patients (medium level)
- Helping people understand health care instructions (medium level)
- Treating physical or mental problems (medium level)
- Working as a member of a health services team (medium level)
- Collecting and recording medical information (medium level)
- Developing and using computerized medical records (medium level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

No Specialties or Similar Occupations identified

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- American Dental Association - <http://www.ada.org>
- American Dental Hygienists Association - <http://www.adha.org>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Cardiovascular Technologists and Technicians

Occupational Profile for Maine

O*NET 29-2031.00

Job Description

Conducts tests on cardiovascular and/or pulmonary systems of patients for diagnostic purposes. May conduct or assist in electrocardiograms, cardiac catheterizations, pulmonary function tests, and lung capacity tests.

Wages

Their average wage in Maine in 2001 was \$15.45 per hour. This would be equivalent to \$2,678 per month or \$32,136 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Cardiovascular Technologists and Technicians employed in Maine in 2000 was 214. It is projected that in 2010 there will be 273. This represents a growth rate of 27.6% over this period. Growth plus replacement needs are estimated to average about 11 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Cardiovascular Technologists and Technicians in Maine in 2001 were:

Industry	Percentage
Health Services	100.0 %

Education, Training, and Work Experience

Associate's degree

Although a few cardiovascular technologists are currently trained on the job, most receive training in 2- to 4-year programs. Cardiovascular technologists normally complete a 2-year junior or community college program. Those who are qualified in a related allied health profession only need to complete the year of specialized instruction.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Cardiovascular Tech./Technician (51.0901)
- Perfusion Tech./Technician (51.0906)

Transferable Work Content Skills

- Operating medical diagnostic equipment (high level)
- Providing health care support services (high level)
- Following equipment and machine operating instructions (high level)
- Working as a member of a health services team (medium level)
- Observing and analyzing physical problems (medium level)
- Collecting and recording medical information (medium level)

Aptitudes

	Significant aptitudes	bottom 10%	bottom 1/3	middle 1/3	top 1/3	top 10%
General learning ability	✓					
Verbal aptitude						
Numerical aptitude						
Spatial perception	✓					
Form perception						
Clerical perception	✓					
Eye-hand coordination						
Finger dexterity						
Manual dexterity						

Physical Abilities

- No physical abilities rated as significant

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

• Cardiopulmonary Technologist (DOT 078.362-030)

Performs diagnostic tests of cardiovascular and pulmonary systems of patients to aid physician in diagnosis and treatment of heart, lung, and blood vessel disorders.

• Echocardiograph Technician (DOT 078.364-014)

Produces two-dimensional ultrasonic recordings and Doppler flow analyses of heart and related structures, using ultrasound equipment, for use by physician in diagnosis of heart disease and study of heart.

• Holter Scanning Technician (DOT 078.264-010)

Analyzes data from cardiac-function monitoring device (Holter monitor) worn by patient for use in diagnosis of cardiovascular disorders.

• Perfusionist (DOT 078.362-034)

Sets up and operates heart-lung machine in hospital to take over functions of patient's heart and lungs during surgery or respiratory failure.

• Pulmonary-Function Technician (DOT 078.262-010)

Performs pulmonary-function, lung-capacity, diffusion capacity, and blood-and-oxygen tests to gather data for use by physician in diagnosis and treatment of pulmonary disorders.

• Special Procedures Technologist, Cardiac Catheterization (DOT 078.362-050)

Operates diagnostic imaging equipment to produce contrast enhanced radiographs of heart and cardiovascular system (angiocardiograms), during cardiac catheterization, to aid physician in diagnostic evaluation and treatment.

• Stress Test Technician (DOT 078.362-062)

Produces recordings of electromotive variations in action of heart muscle, using electrocardiograph, while patient walks on treadmill, under direction of physician, to provide data for diagnosis of heart ailments.

Web Sites

- Society of Vascular Technology - <http://www.svnet.org>
- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Medical Records and Health Information Technicians

Occupational Profile for Maine

O*NET 29-2071.00

Job Description

Compiles and maintains medical records of patients in hospitals, clinics, nursing homes, or other health care facilities. Ensures that all necessary information is on a computer file. Also uses computer programs to tabulate and analyze data to help improve patient care and to control costs.

Wages

Their average wage in Maine in 2001 was \$11.21 per hour. This would be equivalent to \$1,943 per month or \$23,317 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Medical Records and Health Information Technicians employed in Maine in 2000 was 814. It is projected that in 2010 there will be 1,203. This represents a growth rate of 47.8% over this period. Growth plus replacement needs are estimated to average about 57 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors

(by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Medical Records and Health Information Technicians in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Health Services	86.5 %
Engineering & Management Services	4.4 %
Social Services	2.9 %

Education, Training, and Work Experience

Associate's degree

Medical records and health information technicians entering the field usually have an associate degree from a community or junior college. Advancement usually requires 2 to 4 years of job experience and completion of a hospital's in-house training program.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Medical Records Tech./Technician (51.0707)
- military services
- accredited by CAAHEP

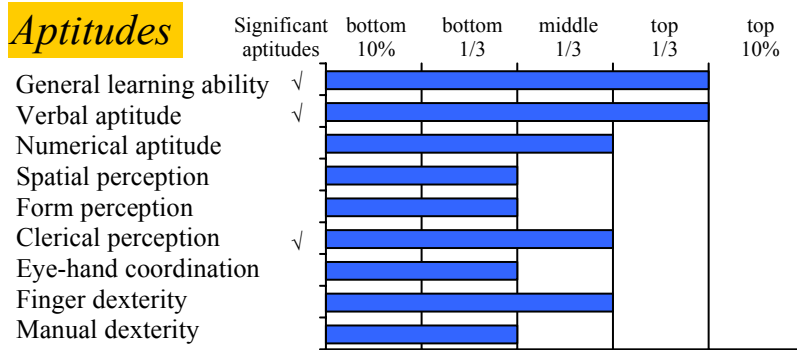
Occupational License is required for most employment in Maine. For more information, contact:

The President of the Maine Health Information Management Association at <http://www.mehima.org/>

Transferable Work Content Skills

- Operating word processors (medium level)
- Filing documents (medium level)
- Helping people understand health care instructions (medium level)
- Preparing and organizing verbal records (high level)
- Collecting and recording medical information (high level)
- Developing and using computerized medical records (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Public Health Registrar (DOT 169.167-046)

Records and maintains birth and death certificates and communicable disease reports, and prepares statistical data and medical reports for city or county public health department.

- Tumor Registrar (DOT 079.362-018)

Compiles and maintains records of hospital patients treated for cancer to provide data for physicians and research studies, utilizing tumor registry data system.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Home Health Aides Occupational Profile for Maine

O*NET 31-1011.00

Job Description

Attends to the personal health needs of elderly, convalescent, or handicapped persons in their homes. Provides medical care as prescribed by a physician or under direction of a home care nurse.

Wages

Their average wage in Maine in 2001 was \$8.94 per hour. This would be equivalent to \$1,550 per month or \$18,595 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Home Health Aides employed in Maine in 2000 was 4,234. It is projected that in 2010 there will be 6,262. This represents a growth rate of 47.9% over this period. Growth plus replacement needs are estimated to average about 257 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Home Health Aides in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Social Services	73.3 %
Health Services	20.8 %
Business Services	4.9 %

Education, Training, and Work Experience

High school preferred, plus short term, on-the-job training

In many cases, neither a high school diploma nor previous work experience is necessary for a job as a home health aide. A few employers, however, require some training or experience. The Federal Government has enacted guidelines for home health aides whose employers receive reimbursement from Medicare. Federal law requires home health aides to pass a competency test covering 12 areas: Communication skills; documentation of patient status and care provided; reading and recording vital signs; basic infection control procedures; basic body functions; maintenance of a healthy environment; emergency procedures; physical, emotional, and developmental characteristics of patients; personal hygiene and grooming; safe transfer techniques; normal range of motion and positioning; and basic nutrition. A home health aide may take training before taking the competency test. Federal law suggests at least 75 hours of classroom and practical training supervised by a registered nurse.

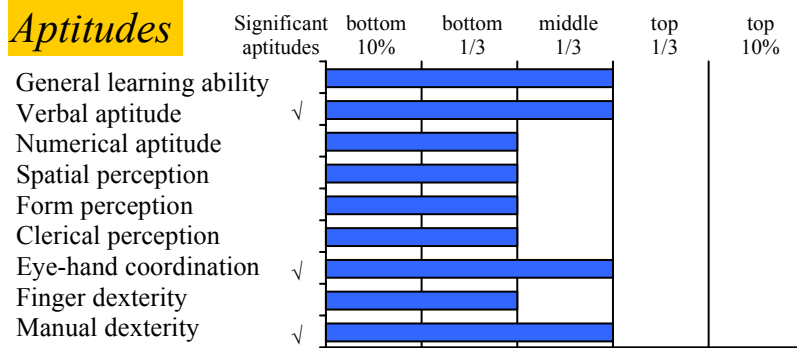
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Nurse Assistant/Aide (51.1614)
- Home Health Aide (51.1615)
- Health Aide (51.2601)

Transferable Work Content Skills

- Cleaning objects and buildings (medium level)
- Treating physical or mental problems (medium level)
- Providing health care support services (medium level)
- Providing personal care services (medium level)
- Collecting and recording medical information (basic level)

Aptitudes



Physical Abilities

- Static strength ... (medium level)

Physical Demands

- Medium (20 lbs to 50 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Home Attendant (DOT 354.377-014)

Cares for elderly, convalescent, or handicapped persons in patient's home, performing any combination of following tasks.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Nursing Aides, Orderlies, and Attendants

Occupational Profile for Maine

O*NET 31-1012.00

Job Description

Works under the direction of medical staff to care for patients in health care facilities.

Wages

Their average wage in Maine in 2001 was \$9.37 per hour. This would be equivalent to \$1,624 per month or \$19,490 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Nursing Aides, Orderlies, and Attendants employed in Maine in 2000 was 9,712. It is projected that in 2010 there will be 10,484. This represents a growth rate of 7.9% over this period. Growth plus replacement needs are estimated to average about 201 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Nursing Aides, Orderlies, and Attendants in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Health Services	78.1 %
Social Services	10.4 %
State Government, Except Education & Hospitals	3.8 %

Education, Training, and Work Experience

High school preferred, plus short term, on-the-job training

In many cases, neither a high school diploma nor previous work experience is necessary for a job as a nursing aide. A few employers, however, require some training or experience. Hospitals may require experience as a nursing aide or home health aide. Nursing homes often hire inexperienced workers who must complete a minimum of 75 hours of mandatory training and pass a competency evaluation program within 4 months of employment. Aides who complete the program are certified and placed on the State registry of nursing aides.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Nurse Assistant/Aide (51.1614)
- Home Health Aide (51.1615)
- Health Aide (51.2601)
- may require certification

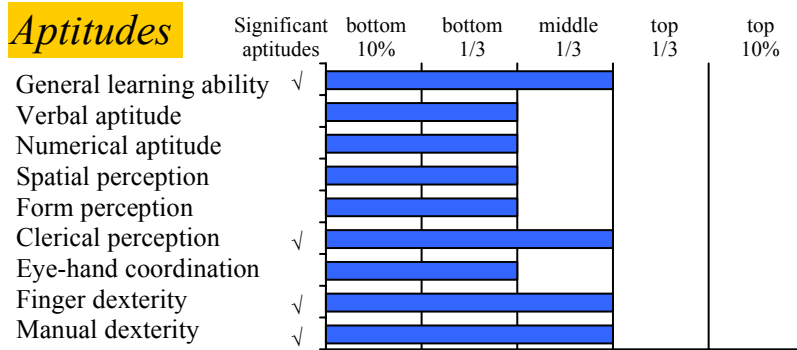
Occupational License is required for most employment in Maine. For more information, contact:

Department of Human Services, CNA Registry, 11 State House Station, 442 Civic Center Drive, Augusta, ME 04333-0011 Tel. (207) 287-9310

Transferable Work Content Skills

- Cleaning objects and buildings (medium level)
- Treating physical or mental problems (medium level)
- Providing health care support services (high level)
- Providing personal care services (medium level)
- Working as a member of a health services team (medium level)
- Sorting products and materials (medium level)

Aptitudes



Physical Abilities

- Static strength ... (medium level)
- Trunk strength ... (medium level)
- Extent flexibility ... (medium level)
- Near vision ... (medium level)
- Color discrimination ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Medium (20 lbs to 50 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

- Certified Medication Technician (DOT 355.374-014)

Administers prescribed medications to patients and maintains related medical records under supervision of NURSE, GENERAL DUTY (medical ser.) 075.364-010.

- Nurse Assistant (DOT 355.674-014)

Performs any combination of following duties in care of patients in hospital, nursing home, or other medical facility, under direction of nursing and medical staff.

- Nurse, Practical (DOT 354.374-010)

Cares for patients and children in private homes, hospitals, sanatoriums, industrial plants, and similar institutions.

- Orderly (DOT 355.674-018)

Performs any combination of following tasks, as directed by nursing and medical staff, to care for patients in hospital, nursing home, or other medical facility.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Psychiatric Aides

Occupational Profile for Maine

O*NET 31-1013.00

Job Description

Assists and cares for mentally ill patients, working under the direction of nursing and medical staff.

Wages

Their average wage in Maine in 2001 was \$11.04 per hour. This would be equivalent to \$1,914 per month or \$22,963 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Psychiatric Aides employed in Maine in 2000 was 425. It is projected that in 2010 there will be 586. This represents a growth rate of 37.9% over this period. Growth plus replacement needs are estimated to average about 21 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Psychiatric Aides in Maine in 2001 were:

Industry	Percentage
Social Services	50.7 %
Health Services	38.9 %
State Government, Except Education & Hospitals	10.4 %

Education, Training, and Work Experience

High school preferred, plus short term, on-the-job training

In many cases, neither a high school diploma nor previous work experience is necessary for a job as a nursing, psychiatric, or home health aide. A few employers, however, require some training or experience. Some States require psychiatric aides to complete a formal training program.

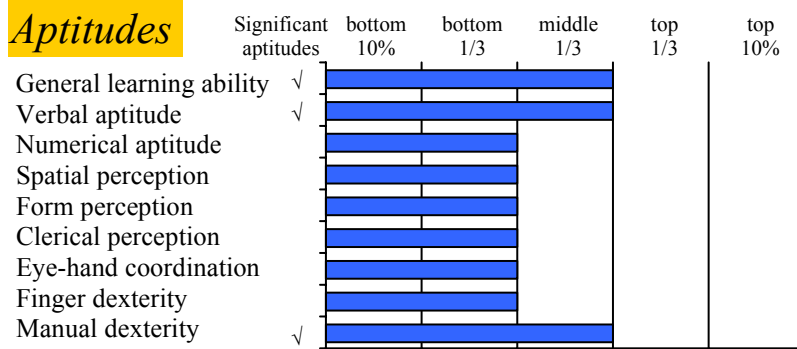
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Psychiatric/Mental Health Services Technician (51.1502)
- Nurse Assistant/Aide (51.1614)

Transferable Work Content Skills

- Cleaning objects and buildings (medium level)
- Treating physical or mental problems (medium level)
- Providing health care support services (medium level)
- Working as a member of a health services team (medium level)
- Collecting and recording medical information (medium level)

Aptitudes



Physical Abilities

- Static strength ... (medium level)
- Trunk strength ... (medium level)
- Near vision ... (medium level)

Physical Demands

- Medium (20 lbs to 50 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

- Mental-Retardation Aide (DOT 355.377-018)

Assists in providing self-care training and therapeutic treatments to residents of mental retardation center.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Physical Therapist Assistants

Occupational Profile for Maine

O*NET 31-2021.00

Job Description

Prepares patients for and administers physical therapy treatments, such as exercise, hydrotherapy, traction, or heat treatment. Normally works under the direction of a physical therapist.

Wages

Their average wage in Maine in 2001 was \$16.78 per hour. This would be equivalent to \$2,909 per month or \$34,902 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Physical Therapist Assistants employed in Maine in 2000 was 226. It is projected that in 2010 there will be 333. This represents a growth rate of 47.3% over this period. Growth plus replacement needs are estimated to average about 18 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Physical Therapist Assistants in Maine in 2001 were:

Industry	Percentage
Health Services	89.8 %
Engineering & Management Services	2.7 %
State Government, Except Education & Hospitals	1.8 %
Federal Government	1.8 %
Business Services	1.8 %

Education, Training, and Work Experience

Associate's degree

Physical therapist assistants typically earn an associate's degree from an accredited physical therapist assistant program. Licensure or registration is not required in all States for the physical therapist assistant to practice. The States that require licensure stipulate specific educational and examination criteria. Accredited physical therapist assistant programs are designed to last 2 years, or 4 semesters, and culminate in an associate's degree.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Physical Therapy Assistant (51.0806)
- military services
- licensure may be required

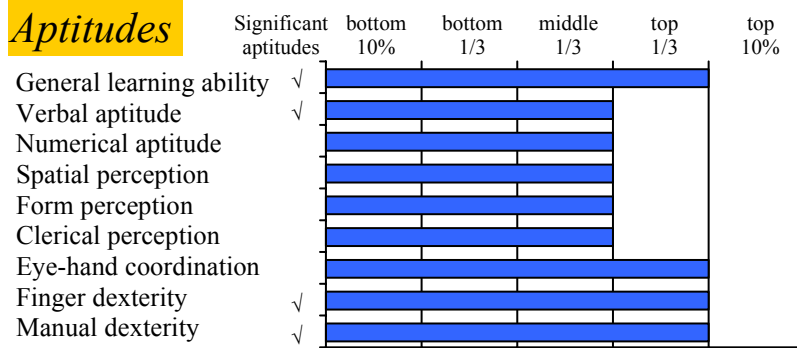
Occupational License is required for most employment in Maine. For more information, contact:

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station, 112 Northern Avenue, Gardiner, ME 04345 Tel. (207) 624-8603

Transferable Work Content Skills

- Operating medical diagnostic equipment (medium level)
- Helping people understand health care instructions (medium level)
- Treating physical or mental problems (medium level)
- Working as a member of a health services team (medium level)
- Collecting and recording medical information (medium level)

Aptitudes



Physical Abilities

- No physical abilities rated as significant

Physical Demands

- Medium (20 lbs to 50 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Physical Therapy Aide (DOT 355.354-010)

Prepares patients for physical therapy treatments, assists PHYSICAL THERAPIST (medical ser.) 076.121-014 or PHYSICAL THERAPIST ASSISTANT (medical ser.) 076.224-010 during administration of treatments, and provides routine treatments.

- Massage Therapist

Gives body massage treatments for relaxation and healing purposes. Massages the soft tissues of the human body, including muscles, tendons, and ligaments. Massages parts of the body that have been injured or made inactive due to age or illness to help in healing. Uses muscle stretching techniques in the treatment of sporting injuries. Massages body tissues to relax the client and take away tension. May use acupressure techniques, infra-red lamps, wet compresses, ice, oils, herbs, or mineral therapies to help recovery.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- American Physical Therapy Association - <http://www.apta.org>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Dental Assistants

Occupational Profile for Maine

O*NET 31-9091.00

Job Description

Assists dentists by performing support duties for the treatment of patients during dental procedures.

Wages

Their average wage in Maine in 2001 was \$11.81 per hour. This would be equivalent to \$2,047 per month or \$24,565 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Dental Assistants employed in Maine in 2000 was 857. It is projected that in 2010 there will be 1,172. This represents a growth rate of 36.8% over this period. Growth plus replacement needs are estimated to average about 47 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Dental Assistants in Maine in 2001 were:

Industry	Percentage
Health Services	98.6 %
Federal Government	0.9 %
Local Government, Except Education & Hospitals	0.2 %

Education, Training, and Work Experience

High school (GED), plus on-the-job training

Most assistants learn their skills on the job, though some are trained in dental assisting programs offered by community and junior colleges, trade schools, technical institutes, or the Armed Forces. Most programs take 1 year or less to complete and lead to a certificate or diploma. Two-year programs offered in community and junior colleges lead to an associate degree. All programs require a high school diploma or its equivalent, and some require a typing or science course for admission.

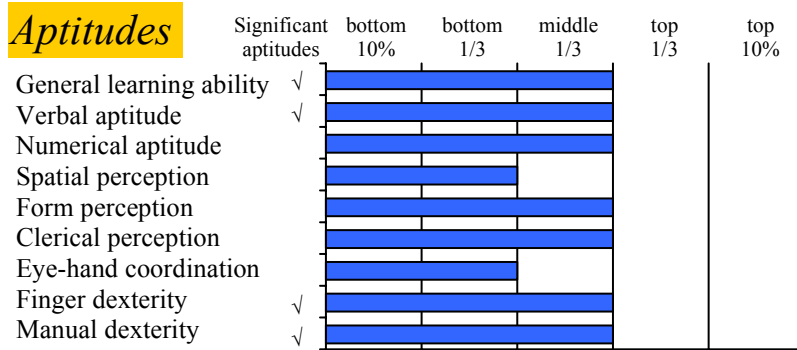
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Dental Assistant (51.0601)
- military services

Transferable Work Content Skills

- Using medical or dental instruments to treat patients (medium level)
- Helping people understand health care instructions (medium level)
- Treating physical or mental problems (medium level)
- Working as a member of a health services team (medium level)
- Collecting and recording medical information (medium level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

No Specialties or Similar Occupations identified

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Medical Assistants

Occupational Profile for Maine

O*NET 31-9092.00

Job Description

Performs a variety of duties, under the direction of a physician, in the examination and treatment of patients in a health care facility or doctor's office.

Wages

Their average wage in Maine in 2001 was \$11.90 per hour. This would be equivalent to \$2,063 per month or \$24,752 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Medical Assistants employed in Maine in 2000 was 1,358. It is projected that in 2010 there will be 2,238. This represents a growth rate of 64.8% over this period. Growth plus replacement needs are estimated to average about 124 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Medical Assistants in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Health Services	97.4 %
Engineering & Management Services	1.7 %
Social Services	0.4 %

Education, Training, and Work Experience

1 to 2 years postsecondary training

Most employers prefer graduates of formal programs in medical assisting. Such programs are offered in vocational-technical high schools, postsecondary vocational schools, community and junior colleges, and in colleges and universities. Postsecondary programs usually last either 1 year, resulting in a certificate or diploma, or 2 years, resulting in an associate degree. Accredited programs include an internship that provides practical experience in physicians' offices, hospitals, or other healthcare facilities. Formal training in medical assisting, while generally preferred, is not always required. Some medical assistants are trained on the job, although this is less common than in the past. Applicants usually need a high school diploma or the equivalent.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Medical Office Management (51.0705)
- Medical Assistant (51.0801)
- Ophthalmic Medical Assistant (51.0804)
- Health and Medical Assistants, Other (51.0899)
- certification available
- accredited by CAAHEP

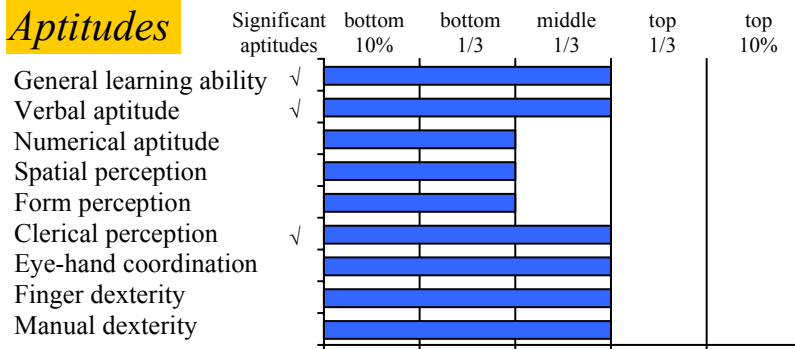
Occupational License is required for most employment in Maine. For more information, contact:

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station,
112 Northern Avenue, Gardiner, ME 04345 Tel. (207) 624-8603

Transferable Work Content Skills

- Operating word processors (medium level)
- Helping people understand health care instructions (medium level)
- Interviewing people to obtain information (medium level)
- Treating physical or mental problems (medium level)
- Working as a member of a health services team (medium level)
- Collecting and recording medical information (medium level)
- Developing and using computerized medical records (medium level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Color discrimination ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

- Chiropractor Assistant (DOT 079.364-010)

Aids CHIROPRACTOR (medical ser.) during physical examination of patients, gives specified office treatments, and keeps patients' records.

- Podiatric Assistant (DOT 079.374-018)

Assists PODIATRIST (medical ser.) in patient care. Prepares patients for treatment, sterilizes instruments, performs general office duties, and assists PODIATRIST (medical ser.) in preparing dressings, administering treatments, and developing x-rays.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Medical Transcriptionists

Occupational Profile for Maine

O*NET 31-9094.00

Job Description

Uses transcribing machines with headset and foot pedal to listen to recordings by physicians and other healthcare professionals dictating a variety of medical reports, such as emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. Transcribes dictated reports and translates medical jargon and abbreviations into their expanded forms. Edits as necessary and returns reports in either printed or electronic form to the dictator for review and signature, or correction.

Wages

Their average wage in Maine in 2001 was \$12.28 per hour. This would be equivalent to \$2,129 per month or \$25,542 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Medical Transcriptionists employed in Maine in 2000 was 724. It is projected that in 2010 there will be 998. This represents a growth rate of 37.8% over this period. Growth plus replacement needs are estimated to average about 46 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Medical Transcriptionists in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Health Services	85.5 %
Social Services	7.1 %
Business Services	6.1 %

Education, Training, and Work Experience

Information Unavailable: Information is not available for this sub-heading area and those that follow. Recent changes in the occupational coding structure have resulted in the addition of some newly defined occupations for which data is still needed.

To get a general idea of similar work and worker characteristics, you may refer to an occupation within the same major group (having the same first two digits in the Standard Occupational Classification (SOC) code).

Transferable Work Content Skills

Information Unavailable

Aptitudes

Information Unavailable

Physical Abilities

Information Unavailable

Physical Demands

Information Unavailable

Specialties and Similar Occupations

Information Unavailable

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: *Choices* © – A product of *Bridges.com*.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Police and Sheriff's Patrol Officers

Occupational Profile for Maine

O*NET 33-3051.00

Job Description

Patrols assigned areas to enforce laws and ordinances, regulate traffic, control crowds, prevent crime, and arrest violators.

Wages

Their average wage in Maine in 2001 was \$14.28 per hour. This would be equivalent to \$2,475 per month or \$29,702 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Police and Sheriff's Patrol Officers employed in Maine in 2000 was 2,442. It is projected that in 2010 there will be 3,031. This represents a growth rate of 24.1% over this period. Growth plus replacement needs are estimated to average about 111 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Police and Sheriff's Patrol Officers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Local Government, Except Education & Hospitals	86.4 %
State Government, Except Education & Hospitals	8.5 %
Federal Government	3.7 %

Education, Training, and Work Experience

High school (GED), plus on-the-job training

Civil service regulations govern the appointment of police and detectives in practically all States, large municipalities, and special police agencies, as well as in many smaller ones. Eligibility for appointment usually depends on performance in competitive written examinations and previous education and experience. In larger departments, where the majority of law enforcement jobs are found, applicants usually must have at least a high school education. Federal and State agencies typically require a college degree.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Law Enforcement/Police Science (43.0107)
- apprenticeship

Occupational License is required for most employment in Maine. For more information, contact:

Maine Criminal Justice Academy, 15 Oak Grove Rd, Vassalboro, ME 04989 Tel. (207) 877-8000

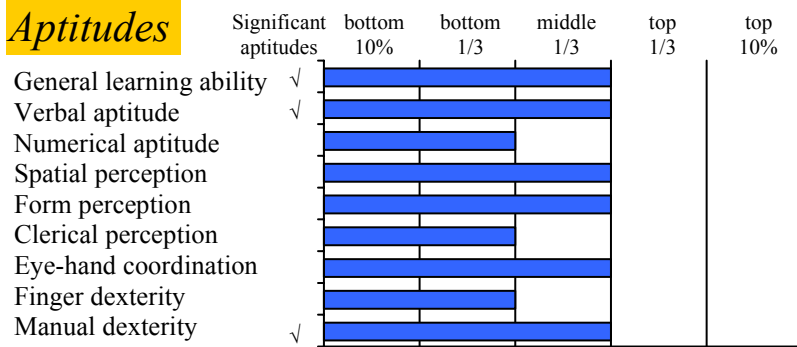
Transferable Work Content Skills

- Driving emergency vehicles (high level)
- Interviewing people to obtain information (high level)
- Providing protective services (high level)
- Working as a member of a protective service team (high level)
- Preparing case reports (high level)
- Collecting information about laws and regulations (medium level)

Physical Abilities

- Static strength ... (medium level)
- Explosive strength ... (medium level)
- Stamina/endurance ... (medium level)
- Near vision ... (medium level)
- Far vision ... (medium level)
- Night vision ... (medium level)
- Peripheral vision ... (medium level)
- Depth perception ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Aptitudes



Physical Demands

- Medium (20 lbs to 50 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Accident-Prevention-Squad Police Officer (DOT 375.263-010)

Investigates traffic accidents as member of squad to obtain details surrounding accident, determine if crime was committed, and to provide interested parties with reliable data surrounding accident for use in legal action or formulation or revision of traffic safety program.

- Border Guard (DOT 375.363-010)

Patrols on foot, by motor vehicle, power boat, or aircraft along border or seacoast of United States to detect persons attempting to enter country illegally. Apprehends and detains illegal entrants for subsequent action by immigration authorities. May question agricultural workers near border to identify and apprehend illegal aliens. May report evidence of smuggling observed on patrol to customs authorities.

- Customs Patrol Officer (DOT 168.167-010)

Conducts surveillance, inspection, and patrol by foot, vehicle, boat, or aircraft at assigned points of entry into the United States to prohibit smuggled merchandise and contraband and to detect violations of Customs and related laws.

- Highway Patrol Pilots (O*NET 63014B)

Pilot aircraft to patrol highway and enforce traffic laws.

- Park Ranger (DOT 169.167-042)

Enforces laws, regulations, and policies in state or national park.

- Parking Enforcement Officers (O*NET 63021)

Patrol assigned area such as public parking lot or section of city to issue tickets to overtime parking violators and illegally parked vehicles.

- Police Officer, Booking (DOT 375.367-018)

Completes and maintains various records to book and process prisoners.

- Police Officer, Crime Prevention (DOT 375.264-010)

Inspects dwellings and public buildings to evaluate security needs and to recommend measures to make premises less vulnerable to crime, and installs burglar alarm systems.

- Police Officer, Safety Instruction (DOT 375.267-042)

Conducts training programs to enhance public and personal safety and law enforcement.

- State-Highway Police Officer (DOT 375.263-018)

Patrols state highways within assigned area, in vehicle equipped with two-way radio, to enforce motor vehicle and criminal laws.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Private Detectives and Investigators Occupational Profile for Maine

O*NET 33-9021.00

Job Description

Protects property, money, and merchandise in a store or similar establishment by detecting theft, shoplifting, and other unlawful practices by the public or employees. Preserves order and enforces security standards set by management.

Wages

Their average wage in Maine in 2001 was \$15.25 per hour. This would be equivalent to \$2,643 per month or \$31,720 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Private Detectives and Investigators employed in Maine in 2000 was 155. It is projected that in 2010 there will be 207. This represents a growth rate of 33.5% over this period. Growth plus replacement needs are estimated to average about 9 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Private Detectives and Investigators in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Business Services	41.3 %
General Merchandise Stores	22.1 %
Insurance Carriers	19.2 %

Education, Training, and Work Experience

High school preferred, plus work experience

There are no formal education requirements for most private detective and investigator jobs, although many private detectives have college degrees.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Law Enforcement/Police Science (43.0107)
- Security and Loss Prevention Services (43.0109)
- license required

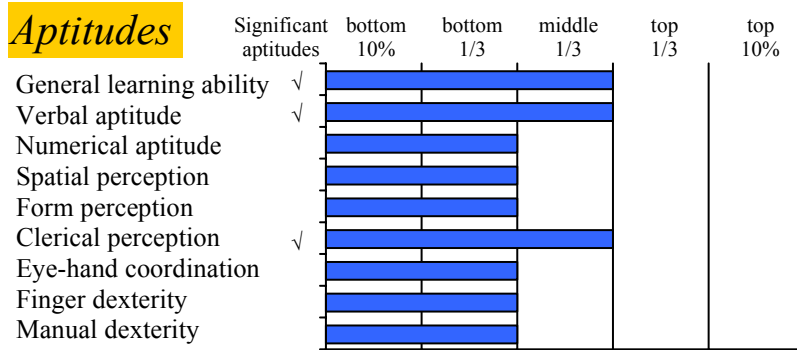
Occupational License is required for most employment in Maine. For more information, contact:

Department of Public Safety-Maine State Police, Gaming and Weapons Division, 164 State House Station, 347 Water St, Gardiner, ME 04345 Tel. (207) 624-8775

Transferable Work Content Skills

- Interviewing people to obtain information (medium level)
- Working as a member of a protective service team (medium level)
- Investigating data to solve problems (medium level)
- Preparing case reports (medium level)
- Collecting information about laws and regulations (medium level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Far vision ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

• Alarm Investigator (DOT 376.367-010)

Investigates source of alarm and trouble signals on subscribers' premises, as recorded in central station of electrical protective signaling system.

• Gambling Monitor (DOT 343.367-014)

Observes patrons and employees participating in gambling activities to detect infractions of house rules.

• House Officer (DOT 376.367-018)

Patrols hotel or motel premises to maintain order, enforce regulations, and ensure observance of applicable laws.

• Investigator, Fraud (DOT 376.267-014)

Investigates cases of fraud involving use of charge cards reported lost or stolen, cash refunds, and nonexistent accounts in retail stores.

• Railroad and Transit Police and Special Agents (O*NET 63038)

Protect and police railroad and transit property, employees, or passengers. Include workers who coordinate security staff.

• Shopping Investigator (DOT 376.267-022)

Shops in commercial, retail, and service establishments to test integrity of sales and service personnel, and evaluates sales techniques and services rendered customers.

• Undercover Operator (DOT 376.367-026)

Detects thievery or problems of morality, or verifies employee conformance to company policies and procedures, working in any occupation of establishment.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Security Guards

Occupational Profile for Maine

O*NET 33-9032.00

Job Description

Stands guard at the entrance or patrols the premises of business or other establishments to prevent theft, violence, or infractions of rules. Guards property against fire, theft, vandalism, and illegal entry.

Wages

Their average wage in Maine in 2001 was \$9.13 per hour. This would be equivalent to \$1,583 per month or \$18,990 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Security Guards employed in Maine in 2000 was 2,630. It is projected that in 2010 there will be 3,245. This represents a growth rate of 23.4% over this period. Growth plus replacement needs are estimated to average about 134 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Security Guards in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Business Services	46.2 %
Eating and Drinking Places	10.4 %
Health Services	6.2 %

Education, Training, and Work Experience

High school preferred, plus short term, on-the-job training

Most States require that guards be licensed. Drug testing often is required, and may be random and ongoing. Many employers of unarmed guards do not have any specific educational requirements. For armed guards, employers usually prefer individuals who are high school graduates or hold an equivalent certification. Many jobs require a driver's license.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Security and Loss Prevention Services (43.0109)
- license and registration may be required

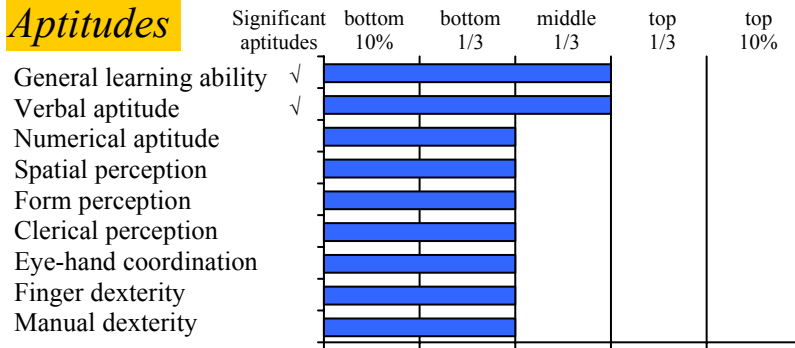
Transferable Work Content Skills

- Providing protective services (basic level)
- Working as a member of a protective service team (basic level)
- Compiling and cataloging written information (basic level)

Physical Abilities

- Static strength ... (medium level)
- Explosive strength ... (medium level)
- Trunk strength ... (medium level)
- Stamina/endurance ... (medium level)
- Near vision ... (medium level)
- Far vision ... (medium level)
- Night vision ... (medium level)
- Peripheral vision ... (medium level)
- Sound localization ... (medium level)
- Speech recognition ... (medium level)

Aptitudes



Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Airline Security Representative (DOT 372.667-010)

Screens passengers and visitors for weapons, explosives, or other forbidden articles to prevent articles from being carried into restricted area of air terminal, performing any combination of following tasks.

- Armored-Car Guard and Driver (DOT 372.563-010)

Drives armored van to transport money and valuables, and guards money and valuables during transit.

- Bodyguard (DOT 372.667-014)

Escorts individuals to protect them from bodily injury, kidnapping, or invasion of privacy. May perform other duties, such as receiving and transcribing dictation or driving motor vehicle to transport individuals to disguise purpose of employment.

- Bouncer (DOT 376.667-010)

Patrols place of entertainment to preserve order among patrons and protect property.

- Gate Guard (DOT 372.667-030)

Guards entrance gate of industrial plant and grounds, warehouse, or other property to control traffic to and from buildings and grounds.

- Guard, Chief (DOT 372.167-014)

Supervises and coordinates activities of guard force of establishment, such as industrial plant, department store, or museum.

- Merchant Patroller (DOT 372.667-038)

Patrols assigned territory to protect persons or property.

- Recreational Area Guards and Patrollers (O*NET 63099B)

Monitor recreational areas, such as pools, beaches, or ski slopes to provide assistance and protection to participants. Include lifeguards and ski patrollers.

- Security Officer

Plans and sets up security measures for employees and clients of a business or industry and for handling the company's classified records. Studies security rules and regulations relative to a company's operations. Investigates unlawful acts of employees or customers. Recommends security systems such as electronic detection devices and access devices. Recommends actions for dealing with violators of security rules. Prepares security manuals that establish the measures and procedures for handling, storing, destroying, and giving access to records and documents. May interview and hire people to fill security guard positions.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Cooks, Restaurant

Occupational Profile for Maine

O*NET 35-2014.00

Job Description

Prepares, seasons, and cooks soups, meats, vegetables, desserts, and other foodstuffs in restaurants. May supervise kitchen helpers, keep records, and price items on menu.

Wages

Their average wage in Maine in 2001 was \$9.35 per hour. This would be equivalent to \$1,621 per month or \$19,448 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Cooks, Restaurant employed in Maine in 2000 was 3,328. It is projected that in 2010 there will be 3,649. This represents a growth rate of 9.6% over this period. Growth plus replacement needs are estimated to average about 127 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Cooks, Restaurant in Maine in 2001 were:

Industry	Percentage
Eating and Drinking Places	85.6 %
Hotels & Other Lodging Places	11.3 %
Amusement & Recreation Services	2.4 %

Education, Training, and Work Experience

High school preferred, plus long term, on-the-job training

Even though a high school education is not required for beginning jobs, it is recommended for those planning a career as a cook. An increasing number of chefs and cooks obtain their training through high school, post-high school vocational programs, or 2- or 4-year colleges. Chefs and cooks also may be trained in apprenticeship programs offered by professional culinary institutes, industry associations, and trade unions.

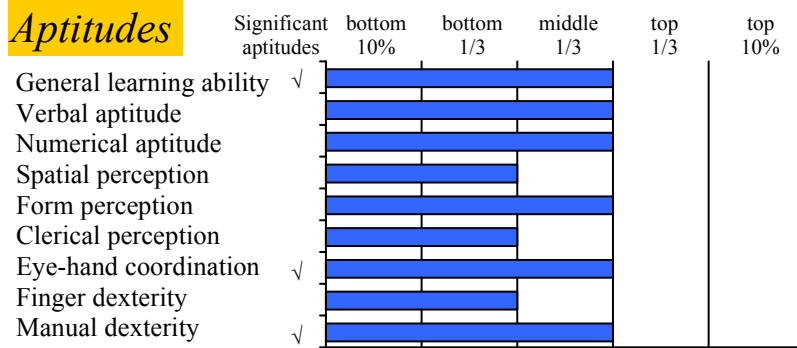
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Culinary Arts/Chef Training (12.0503)
- Kitchen Personnel/Cook and Assistant Training (12.0505)
- apprenticeship

Transferable Work Content Skills

- Using food and drink preparation equipment (medium level)
- Preparing food for customers (medium level)
- Measuring ingredients for recipes (medium level)
- Providing lodging or meal facilities (medium level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Color discrimination ... (medium level)

Physical Demands

- Medium (20 lbs to 50 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Cook, Barbecue (DOT 313.381-022)
Prepares, seasons, and barbecues pork, beef, chicken, and other types of meat.
- Cook, Railroad (DOT 315.381-018)
Prepares, seasons, and cooks food in railroad dining car, following recipes for preplanned menus.
- Cook, Specialty, Foreign Food (DOT 313.361-030)
Plans menus and cooks foreign-style dishes, dinners, desserts, and other foods, according to recipes.
- Cook, Station (DOT 315.361-022)
Prepares, seasons, and cooks food on menu from station aboard passenger vessel.
- Garde Manger (DOT 313.361-034)
Prepares such dishes as meat loaves and salads, utilizing leftover meats, seafoods, and poultry.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- Educational Foundation of the National Restaurant Association - <http://www.restaurant.org>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Food Preparation Workers Occupational Profile for Maine

O*NET 35-2021.00

Job Description

Performs a variety of food preparation duties to prepare food items for cooking, serving, or storing.

Wages

Their average wage in Maine in 2001 was \$8.14 per hour. This would be equivalent to \$1,411 per month or \$16,931 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Food Preparation Workers employed in Maine in 2000 was 6,122. It is projected that in 2010 there will be 6,746. This represents a growth rate of 10.2% over this period. Growth plus replacement needs are estimated to average about 298 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Food Preparation Workers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Food Stores	32.4 %
Eating and Drinking Places	21.9 %
Educational Services	20.9 %

Education, Training, and Work Experience

High school preferred, plus short term, on-the-job training

These positions require little education or training and most skills are learned on the job.

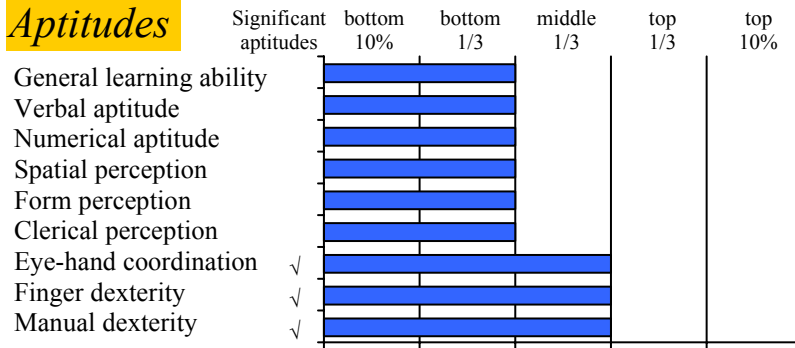
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Kitchen Personnel/Cook and Assistant Training (12.0505)
- Institutional Food Workers and Administrators, General (20.0401)
- on-the-job training

Transferable Work Content Skills

- Using food and drink preparation equipment (basic level)
- Preparing food for customers (medium level)
- Measuring ingredients for recipes (basic level)
- Providing lodging or meal facilities (basic level)
- Sorting products and materials (basic level)

Aptitudes



Physical Abilities

- Trunk strength ... (medium level)
- Near vision ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

• Baker Helper (DOT 313.684-010)

Assists BAKER (hotel & rest.) by performing any combination of following duties in bread-baking department.

• Carver (DOT 316.661-010)

Carves individual portions from roasts and poultry to obtain maximum number of meat portions, using carving knives and meat-slicing machines.

• Caterer Helper (DOT 319.677-010)

Prepares and serves food and refreshments at social affairs, under supervision of CATERER (personal ser.).

• Combined Food Preparation and Service Workers (O*NET 65041)

Perform duties which combine both food preparation and food service. Workers who spend more than 80 percent of their time in one job are classified in that occupation.

• Cook Helper (DOT 317.687-010)

Assists workers engaged in preparing foods for hotels, restaurants, or ready-to-serve packages by performing any combination of following duties.

• Deli Cutter-Slicer (DOT 316.684-014)

Cuts delicatessen meats and cheeses, using slicing machine, knives, or other cutters.

• Food Assembler, Kitchen (DOT 319.484-010)

Prepares meal trays in commissary kitchen for inflight service of airlines, multiunit restaurant chains, industrial caterers, or educational, and similar institutions, performing any combination of following duties.

• Pantry Goods Maker (DOT 317.684-014)

Prepares salads, appetizers, sandwich fillings, and other cold dishes.

• Salad Maker (DOT 317.384-010)

Prepares salads, fruits, melons, and gelatin desserts.

• Sandwich Maker (DOT 317.664-010)

Prepares sandwiches to individual order of customers.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Bartenders

Occupational Profile for Maine

O*NET 35-3011.00

Job Description

Mixes and serves alcoholic and nonalcoholic beverages to patrons, following standard recipes, in a restaurant, bar, or lounge.

Wages

Their average wage in Maine in 2001 was \$8.07 per hour. This would be equivalent to \$1,399 per month or \$16,786 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Bartenders employed in Maine in 2000 was 2,976. It is projected that in 2010 there will be 3,116. This represents a growth rate of 4.7% over this period. Growth plus replacement needs are estimated to average about 131 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Bartenders in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Eating and Drinking Places	73.2 %
Membership Organizations	14.8 %
Hotels & Other Lodging Places	8.4 %

Education, Training, and Work Experience

High school preferred, plus short term, on-the-job training

There are no specific educational requirements for food and beverage service jobs. Although many employers prefer to hire high school graduates for bartender positions. Most food and beverage serving and related workers pick up their skills on the job by observing and working with more experienced workers. Some bartenders acquire their skills by attending a bartending or vocational and technical school.

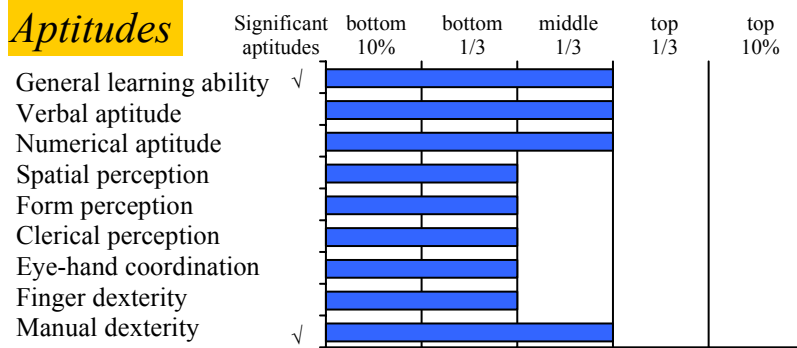
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Bartender/Mixologist (12.0502)
- apprenticeship

Transferable Work Content Skills

- Using food and drink preparation equipment (basic level)
- Measuring ingredients for recipes (basic level)
- Providing lodging or meal facilities (basic level)
- Waiting on customers (medium level)
- Preparing orders for supplies (basic level)
- Computing and totaling charges (basic level)

Aptitudes



Physical Abilities

- Trunk strength ... (medium level)
- Extent flexibility ... (medium level)
- Color discrimination ... (medium level)
- Night vision ... (medium level)
- Auditory attention ... (medium level)
- Speech recognition ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

- Bar Attendant (DOT 312.477-010)

Serves alcoholic drinks to patrons in taverns or combination bar and package-goods store.

- Taproom Attendant (DOT 312.677-010)

Fills glasses with beer drawn from tap and hands filled glasses to patron or to worker who serves patrons. Inserts hose couplings into fittings on barrel to connect beer tap and CO2 automatic pressure regulator to beer barrel. Twists valve control lever to pressurize beer barrel. Pulls tap control handle to pour beer. Wipes bar and equipment with cloth to clean. May wash and sterilize glasses. May order and inventory supplies. May wax bar.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- Educational Foundation of the National Restaurant Association - <http://www.restaurant.org>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Combined Food Preparation and Serving Workers, Including Fast Food

Occupational Profile for Maine

O*NET 35-3021.00

Job Description

Performs duties which combine both food preparation and food service.

Wages

Their average wage in Maine in 2001 was \$7.18 per hour. This would be equivalent to \$1,245 per month or \$14,934 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Combined Food Preparation and Serving Workers, Including Fast Food employed in Maine in 2000 was 11,906. It is projected that in 2010 there will be 13,694. This represents a growth rate of 15% over this period. Growth plus replacement needs are estimated to average about 908 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors

(by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Combined Food Preparation and Serving Workers, Including Fast Food in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Eating and Drinking Places	70.8 %
Food Stores	17.7 %
Educational Services	7.3 %

Education, Training, and Work Experience

Information Unavailable: Information is not available for this sub-heading area and those that follow. Recent changes in the occupational coding structure have resulted in the addition of some newly defined occupations for which data is still needed.

To get a general idea of similar work and worker characteristics, you may refer to an occupation within the same major group (having the same first two digits in the Standard Occupational Classification (SOC) code).

Transferable Work Content Skills

Information Unavailable

Aptitudes

Information Unavailable

Physical Abilities

Information Unavailable

Physical Demands

Information Unavailable

Specialties and Similar Occupations

Information Unavailable

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: *Choices* © – A product of *Bridges.com*.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Counter Attendants, Cafeteria, Food Concession, and Coffee Shop

Occupational Profile for Maine

O*NET 35-3022.00

Job Description

Serves food and beverages to diners at a counter or from a steam table in a restaurant, cafeteria, or lunchroom.

Wages

Their average wage in Maine in 2001 was \$7.55 per hour. This would be equivalent to \$1,309 per month or \$15,704 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Counter Attendants, Cafeteria, Food Concession, and Coffee Shop employed in Maine in 2000 was 2,261. It is projected that in 2010 there will be 2,591. This represents a growth rate of 14.6% over this period. Growth plus replacement needs are estimated to average about 208 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors

(by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Counter Attendants, Cafeteria, Food Concession, and Coffee Shop in Maine in 2001 were:

Industry	Percentage
Eating and Drinking Places	50.0 %
Food Stores	21.5 %
Amusement & Recreation Services	11.2 %

Education, Training, and Work Experience

High school preferred, plus short term, on-the-job training

There are no specific educational requirements for food and beverage service jobs. Completion of high school is generally not required for counter attendants.

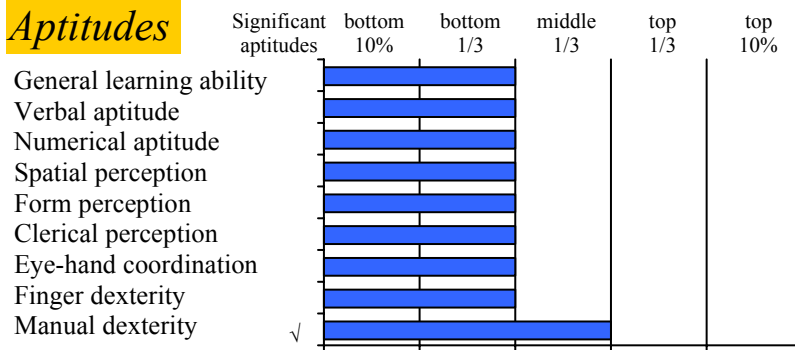
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Waiter/Waitress and Dining Room Manager (12.0507)
- on-the-job training

Transferable Work Content Skills

- Preparing food for customers (basic level)
- Providing lodging or meal facilities (basic level)
- Waiting on customers (medium level)
- Computing and totaling charges (basic level)

Aptitudes



Physical Abilities

- No physical abilities rated as significant

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Canteen Operator (DOT 311.674-010)

Serves sandwiches, salads, beverages, desserts, candies, and tobacco to employees in industrial establishment. May collect money for purchases. May order items to replace stocks. May serve hot dishes, such as soups. May serve employees from mobile canteen.

- Counter Attendant, Cafeteria (DOT 311.677-014)

Serves food from counters and steam tables to cafeteria patrons.

- Fountain Server (DOT 319.474-010)

Prepares and serves soft drinks and ice cream dishes, such as ice cream sundaes, malted milks, sodas, and fruitades, using memorized formulas and methods or following directions. Cleans glasses, dishes, and fountain equipment and polishes metalwork on fountain. May prepare and serve sandwiches [SANDWICH MAKER (hotel & rest.) 317.664-010] or other foods [COUNTER ATTENDANT, LUNCHROOM OR COFFEE SHOP (hotel & rest.) 311.477-014]. May verify and total customer's bill, accept cash, and make change.

- Waiter/waitress, Take Out (DOT 311.477-038)

Serves customers at take out counter of restaurant or lunchroom.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Waiters and Waitresses

Occupational Profile for Maine

O*NET 35-3031.00

Job Description

Takes food orders and serves food and beverages to patrons in dining establishments.

Wages

Their average wage in Maine in 2001 was \$8.04 per hour. This would be equivalent to \$1,394 per month or \$16,723 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Waiters and Waitresses employed in Maine in 2000 was 8,623. It is projected that in 2010 there will be 9,068. This represents a growth rate of 5.2% over this period. Growth plus replacement needs are estimated to average about 530 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Waiters and Waitresses in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Eating and Drinking Places	79.2 %
Hotels & Other Lodging Places	12.3 %
Amusement & Recreation Services	3.5 %

Education, Training, and Work Experience

High school preferred, plus short term, on-the-job training

There are no specific educational requirements for food and beverage service jobs although many employers prefer to hire high school graduates for waiter and waitress positions.

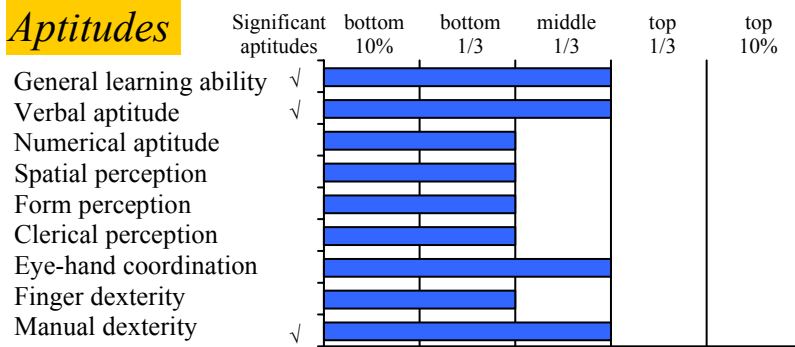
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Waiter/Waitress and Dining Room Manager (12.0507)
- Culinary Arts and Related Services, Other (12.0599)
- on-the-job training

Transferable Work Content Skills

- Providing lodging or meal facilities (medium level)
- Waiting on customers (medium level)
- Computing and totaling charges (basic level)
- Entering information on computer terminals (basic level)

Aptitudes



Physical Abilities

- Trunk strength ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Food Servers, Outside (O*NET 65011)

Serve food to patrons outside of a restaurant environment, such as in hotels, hospital rooms, or cars. Exclude food vendors.

- Mess Attendant (DOT 350.677-010)

Serves food to officers and crew aboard ship.

- Waiter/waitress, Bar (DOT 311.477-018)

Serves beverages to patrons seated at tables in bar or cocktail lounge. Computes bill and accepts payment. May take orders for and serve light meals and hors d'oeuvres. May request identification from customers when legal age is questioned. When working in establishment serving only beer and wine, is designated Waiter/Waitress, Tavern (hotel & rest.).

- Waiter/waitress, Buffet (DOT 311.674-018)

Serves or assists diners to serve themselves at buffet or smorgasbord table. Replenishes supplies of food and tableware. May carry trays of food to individual tables for diners.

- Waiter/waitress, Dining Car (DOT 311.477-022)

Serves passengers in railroad dining car.

- Waiter/waitress, Formal (DOT 311.477-026)

Serves meals to patrons according to established rules of etiquette, working in formal setting.

- Waiter/waitress, Head (DOT 311.137-022)

Supervises and coordinates activities of dining-room employees engaged in providing courteous and rapid service to diners.

- Waiter/waitress, Informal (DOT 311.477-030)

Serves food to patrons at counters and tables of coffeeshops, lunchrooms, and other dining establishments where food service is informal.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- Educational Foundation of the National Restaurant Association - <http://www.restaurant.org>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Janitors and Cleaners, Except Maids and Housekeeping Cleaners

Occupational Profile for Maine

O*NET 37-2011.00

Job Description

Keeps buildings in a clean and orderly condition. Performs heavy cleaning duties such as operating motor-driven cleaning equipment, buffing floors, washing walls, and removing rubbish.

Wages

Their average wage in Maine in 2001 was \$9.87 per hour. This would be equivalent to \$1,711 per month or \$20,530 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Janitors and Cleaners, Except Maids and Housekeeping Cleaners employed in Maine in 2000 was 10,873. It is projected that in 2010 there will be 11,611. This represents a growth rate of 6.8% over this period. Growth plus replacement needs are estimated to average about 271 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Janitors and Cleaners, Except Maids and Housekeeping Cleaners in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Educational Services	28.3 %
Business Services	24.1 %
Membership Organizations	5.4 %

Education, Training, and Work Experience

High school preferred, plus short term, on-the-job training

No special education is required for most janitorial or cleaning jobs, but beginners should know simple arithmetic and be able to follow instructions. High school shop courses are helpful for jobs involving repair work. Most building cleaners learn their skills on the job.

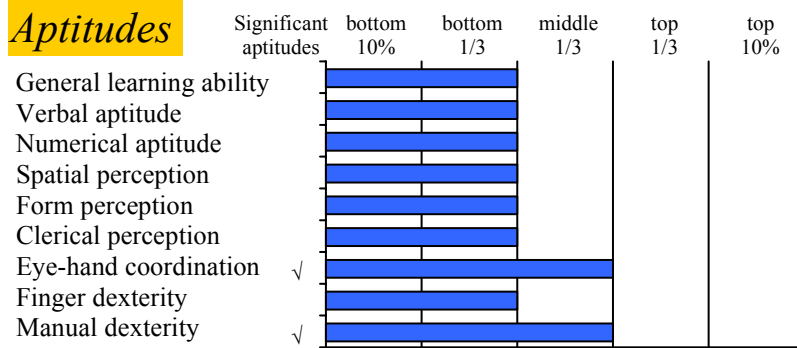
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Custodial, Housekeeping and Home Serv. Workers and Mgrs., Gen. (20.0601)
- Custodian/Caretaker (20.0604)
- Custodial, Housekeeping and Home Services Workers and Managers, Other (20.0699)
- on-the-job training

Transferable Work Content Skills

- Cleaning objects and buildings (medium level)
- Following spoken instructions (medium level)
- Preparing orders for supplies (basic level)
- Sorting products and materials (medium level)

Aptitudes



Physical Abilities

- Static strength ... (medium level)
- Dynamic strength ... (medium level)
- Trunk strength ... (medium level)
- Stamina/endurance ... (medium level)
- Extent flexibility ... (medium level)
- Depth perception ... (medium level)

Physical Demands

- Medium (20 lbs to 50 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Chimney Sweep (DOT 891.687-010)

Cleans soot from chimneys.

- Cleaner, Commercial or Institutional (DOT 381.687-014)

Keeps premises of office building, apartment house, or other commercial or institutional building in clean and orderly condition.

- Cleaner, Industrial (DOT 381.687-018)

Keeps working areas in production departments of industrial establishment in clean and orderly condition, performing any combination of following duties.

- Cleaner, Laboratory Equipment (DOT 381.687-022)

Cleans laboratory equipment, such as glassware, metal instruments, sinks, tables, and test panels, using solvents, brushes, and rags.

- Cleaner, Window (DOT 389.687-014)

Cleans windows, glass partitions, mirrors, and other glass surfaces of building interior or exterior, using pail of soapy water or other cleaner, sponge, and squeegee. Crawls through window from inside and hooks safety belt to brackets for support, sets and climbs ladder to reach second or third story, or uses bosun's chair, swing stage, or other scaffolding lowered from roof to reach outside windows, or stands to reach first floor or inside windows.

- Janitor (DOT 382.664-010)

Keeps hotel, office building, apartment house, or similar building in clean and orderly condition and tends furnace, air-conditioner, and boiler to provide heat, cool air, and hot water for tenants, performing any combination of following duties.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- Building Service Contractors Association International - <http://www.bscai.org>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Maids and Housekeeping Cleaners

Occupational Profile for Maine

O*NET 37-2012.00

Job Description

Performs tasks to keep private households or commercial establishments such as hotels, restaurants, and hospitals, in a clean and orderly condition.

Wages

Their average wage in Maine in 2001 was \$8.30 per hour. This would be equivalent to \$1,439 per month or \$17,264 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Maids and Housekeeping Cleaners employed in Maine in 2000 was 7,256. It is projected that in 2010 there will be 7,943. This represents a growth rate of 9.5% over this period. Growth plus replacement needs are estimated to average about 227 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Maids and Housekeeping Cleaners in Maine in 2001 were:

Industry	Percentage
Hotels & Other Lodging Places	36.7 %
Private Households	25.3 %
Health Services	18.3 %

Education, Training, and Work Experience

High school preferred, plus short term, on-the-job training

No special education is required for most janitorial or cleaning jobs, but beginners should know simple arithmetic and be able to follow instructions. High school shop courses are helpful for jobs involving repair work. Most cleaners learn their skills on the job.

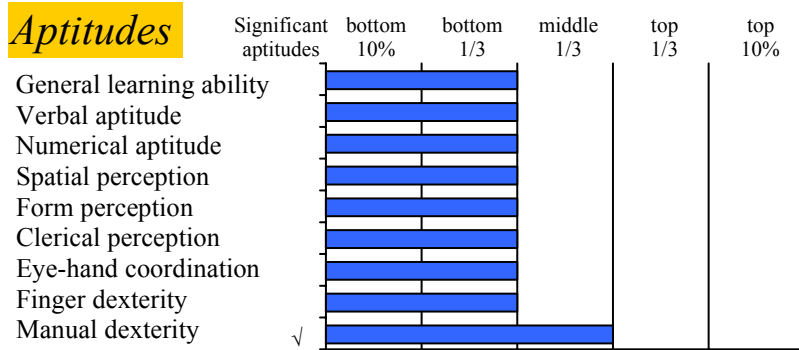
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Custodial, Housekeeping and Home Serv. Workers and Mgrs., Gen. (20.0601)
- Custodian/Caretaker (20.0604)
- Custodial, Housekeeping and Home Services Workers and Managers, Other (20.0699)
- on-the-job training

Transferable Work Content Skills

- Cleaning objects and buildings (medium level)
- Following spoken instructions (medium level)
- Preparing orders for supplies (basic level)
- Sorting products and materials (medium level)

Aptitudes



Physical Abilities

- No physical abilities rated as significant

Physical Demands

- Medium (20 lbs to 50 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Cleaner, Hospital (DOT 323.687-010)

Cleans hospital patient rooms, baths, laboratories, offices, halls, and other areas.

- Cleaner, Housekeeping (DOT 323.687-014)

Cleans rooms and halls in commercial establishments, such as hotels, restaurants, clubs, beauty parlors, and dormitories, performing any combination of following duties.

- Housecleaner (DOT 323.687-018)

Performs any combination of following duties to maintain hotel premises in clean and orderly manner.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Landscaping and Groundskeeping Workers

Occupational Profile for Maine

O*NET 37-3011.00

Job Description

Landscapes and maintains gardens, lawns, and grounds of public or private property.

Wages

Their average wage in Maine in 2001 was \$9.83 per hour. This would be equivalent to \$1,704 per month or \$20,446 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Landscaping and Groundskeeping Workers employed in Maine in 2000 was 4,189. It is projected that in 2010 there will be 5,057. This represents a growth rate of 20.7% over this period. Growth plus replacement needs are estimated to average about 192 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Landscaping and Groundskeeping Workers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Agricultural Services	38.3 %
Amusement & Recreation Services	17.0 %
Hotels & Other Lodging Places	9.6 %

Education, Training, and Work Experience

High school preferred, plus short term, on-the-job training

There usually are no minimum educational requirements for entry-level positions in grounds maintenance. In 2000, most workers had a high school education or less, although a diploma is necessary for some jobs.

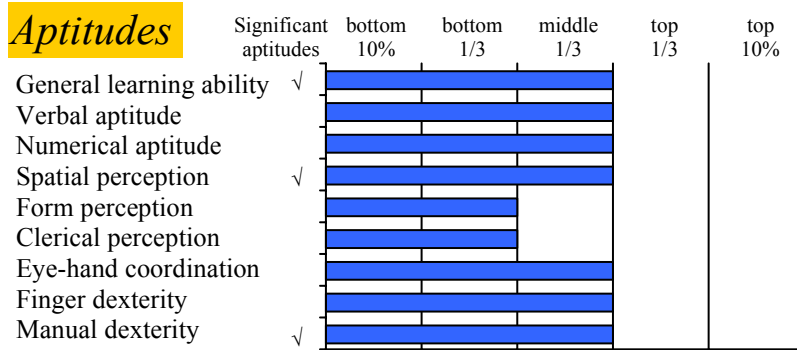
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Horticulture Services Operations and Management, General (01.0601)
- Ornamental Horticulture Operations and Management (01.0603)
- Greenhouse Operations and Management (01.0604)
- Landscaping Operations and Management (01.0605)
- Turf Management (01.0607)
- Horticulture Services Operations and Management, Other (01.0699)

Transferable Work Content Skills

- Operating agricultural machinery (high level)
- Using simple hand and power tools (high level)
- Growing and harvesting plants (high level)
- Following spoken instructions (medium level)
- Designing and arranging objects (medium level)

Aptitudes



Physical Abilities

- Static strength ... (medium level)
- Trunk strength ... (medium level)
- Stamina/endurance ... (medium level)
- Extent flexibility ... (medium level)

Physical Demands

- Heavy (50 lbs to 100 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Flower Picker (DOT 405.687-010)

Harvests flowers, such as daffodils and tulips, working as member of crew.

- Horticultural Worker I (DOT 405.684-014)

Plants, cultivates, and harvests horticultural specialties, such as flowers and shrubs, and performs related duties in environmentally controlled structure, applying knowledge of environmental systems.

- Laborer, Landscape (DOT 408.687-014)

Moves soil, equipment, and materials, digs holes, and performs related duties to assist LANDSCAPE GARDENER (agriculture) 408.161-010 in landscaping grounds.

- Plant-Care Worker (DOT 408.364-010)

Cares for ornamental plants on various customer premises, applying knowledge of horticultural requirements, and using items such as insecticides, fertilizers, and gardening tools.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- American Society for Horticultural Science - <http://www.ashs.org>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Nonfarm Animal Caretakers

Occupational Profile for Maine

O*NET 39-2021.00

Job Description

Feeds, waters, exercises, and otherwise cares for small or large animals in establishments such as zoos, pounds, animal hospitals, or kennels.

Wages

Their average wage in Maine in 2001 was \$8.17 per hour. This would be equivalent to \$1,416 per month or \$16,994 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Nonfarm Animal Caretakers employed in Maine in 2000 was 659. It is projected that in 2010 there will be 865. This represents a growth rate of 31.3% over this period. Growth plus replacement needs are estimated to average about 35 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Nonfarm Animal Caretakers in Maine in 2001 were:

Industry	Percentage
Agricultural Services	66.6 %
Membership Organizations	20.0 %
State Government, Except Education & Hospitals	2.4 %

Education, Training, and Work Experience

High school preferred, plus short term, on-the-job training

Most animal care and service workers are trained on the job. Employers generally prefer to hire people with some experience with animals. Some training programs are available for specific types of animal caretakers, such as groomers, but formal training is usually not necessary for entry-level positions.

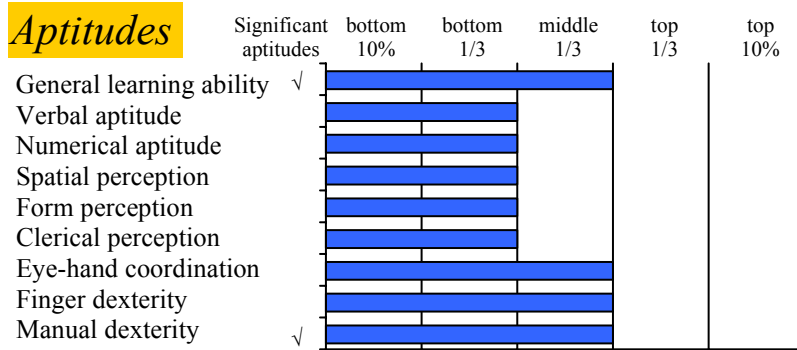
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Agricultural Supplies Retailing and Wholesaling (01.0501)
- Equestrian/Equine Studies, Horse Management and Training (01.0507)
- Agricultural Supplies and Related Services, Other (01.0599)
- on-the-job training

Transferable Work Content Skills

- Using simple hand and power tools (medium level)
- Cleaning objects and buildings (medium level)
- Raising or capturing fish or animals (medium level)
- Providing personal care services (medium level)
- Sorting products and materials (medium level)

Aptitudes



Physical Abilities

- No physical abilities rated as significant

Physical Demands

- Medium (20 lbs to 50 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Animal Keeper (DOT 412.674-010)

Feeds, waters, and cleans quarters of animals and birds in zoo, circus, or menagerie.

- Animal Trainers (O*NET 79016)

Train animals for riding, harness, security, or obedience. Accustom animals to human voice and contact; and condition animals to respond to oral, hand, spur, and reign commands. Train animals according to prescribed standards for show or competition. May train animals to carry pack loads or work as part of pack team.

- Animal-Nursery Worker (DOT 412.674-014)

Cares for newborn and young animals in zoo nursery and exhibit area.

- Stable Attendant (DOT 410.674-022)

Cares for horses and mules to protect their health and improve their appearance.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- Humane Society of the United States - <http://www.hsus.org>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Ushers, Lobby Attendants, and Ticket Takers

Occupational Profile for Maine

O*NET 39-3031.00

Job Description

Assists patrons at entertainment events, such as sporting events, motion pictures, or theater performances.

Wages

Their average wage in Maine in 2001 was \$8.00 per hour. This would be equivalent to \$1,387 per month or \$16,640 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Ushers, Lobby Attendants, and Ticket Takers employed in Maine in 2000 was 285. It is projected that in 2010 there will be 376. This represents a growth rate of 31.9% over this period. Growth plus replacement needs are estimated to average about 32 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Ushers, Lobby Attendants, and Ticket Takers in Maine in 2001 were:

Industry	Percentage
Motion Pictures	47.4 %
Amusement & Recreation Services	42.8 %
Local Government, Except Education & Hospitals	8.1 %

Education, Training, and Work Experience

High school preferred, plus short term, on-the-job training

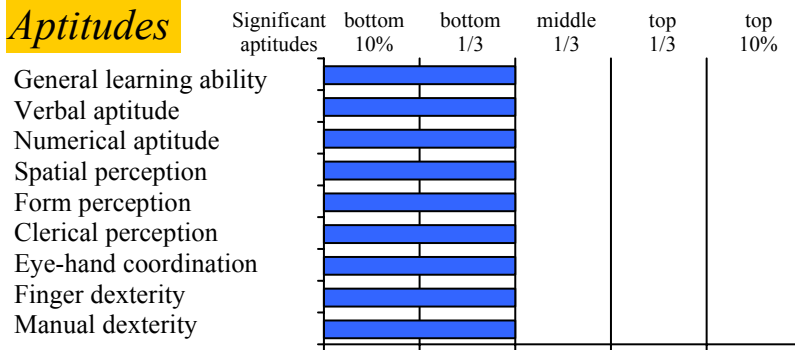
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Recreation Products/Services Marketing Operations (08.0903)
- on-the-job training

Transferable Work Content Skills

- Giving information on events and procedures (basic level)
- Waiting on customers (basic level)

Aptitudes



Physical Abilities

- No physical abilities rated as significant

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

- Children's Attendant (DOT 349.677-018)

Monitors behavior of unaccompanied children in children's section of theater to maintain order.

- Drive-In Theater Attendant (DOT 349.673-010)

Performs any combination of following duties in rendering services to patrons of drive-in theaters.

- Press-Box Custodian (DOT 344.677-010)

Verifies credentials of patrons desiring entrance into press-box and permits only authorized persons to enter. Runs errands for patrons of press-box, performing such duties as obtaining refreshments, carrying news releases, and placing wagers.

- Ticket Taker (DOT 344.667-010)

Collects admission tickets and passes from patrons at entertainment events.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Amusement and Recreation Attendants

Occupational Profile for Maine

O*NET 39-3091.00

Job Description

Performs a variety of attending duties at amusement parks or recreation facilities.

Wages

Their average wage in Maine in 2001 was \$8.34 per hour. This would be equivalent to \$1,446 per month or \$17,347 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Amusement and Recreation Attendants employed in Maine in 2000 was 1,252. It is projected that in 2010 there will be 1,650. This represents a growth rate of 31.8% over this period. Growth plus replacement needs are estimated to average about 82 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Amusement and Recreation Attendants in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Amusement & Recreation Services	71.0 %
Local Government, Except Education & Hospitals	20.5 %
Hotels & Other Lodging Places	4.6 %

Education, Training, and Work Experience

High school preferred, plus short term, on-the-job training

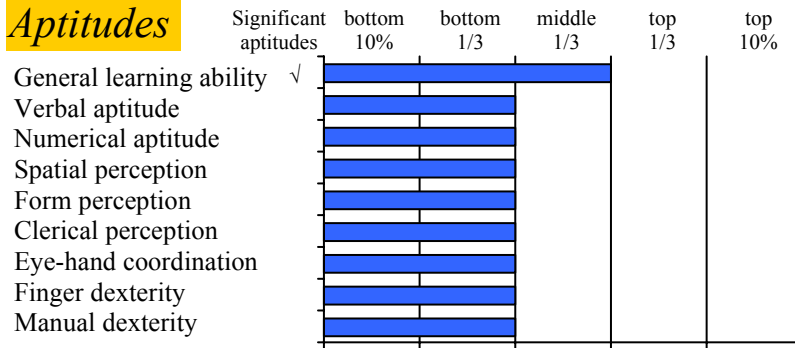
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Recreation Products/Services Marketing Operations (08.0903)
- on-the-job training

Transferable Work Content Skills

- Giving information on events and procedures (medium level)
- Providing recreation and entertainment activities (basic level)
- Waiting on customers (medium level)
- Computing and totaling charges (basic level)
- Inspecting tools and equipment (medium level)

Aptitudes



Physical Abilities

- Extent flexibility ... (medium level)
- Near vision ... (medium level)
- Far vision ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Amusement Park Worker (DOT 349.664-010)

Performs any combination of following duties in amusement park.

- Caddie (DOT 341.677-010)

Carries golf bags or pushes or pulls cart that holds golf bags around golf course for players, handing clubs to players as requested.

- Cardroom Attendant I (DOT 343.467-010)

Collects house fees from players and sells gambling chips, food, beverages, and tobacco in cardroom.

- Desk Clerk, Bowling Floor (DOT 340.367-010)

Assigns bowling alleys to patrons and collects fees.

- Game Attendant (DOT 342.657-014)

Induces customers to participate in games at concession booths in parks, carnivals, stadiums, or similar amusement places.

- Golf-Range Attendant (DOT 341.683-010)

Performs combination of following duties at golf driving range.

- Recreation Aide (DOT 195.367-030)

Assists RECREATION LEADER (social ser.) 195.227-014 in conducting recreation activities in community center or other voluntary recreation facility.

- Ride Operator (DOT 342.663-010)

Operates or informs patrons how to operate mechanical riding devices furnished by amusement parks, carnivals, or similar places of entertainment.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Child Care Workers

Occupational Profile for Maine

O*NET 39-9011.00

Job Description

Monitors and cares for children in schools, businesses, or institutions. Performs a variety of tasks such as dressing, feeding, bathing, and overseeing play.

Wages

Their average wage in Maine in 2001 was \$7.90 per hour. This would be equivalent to \$1,369 per month or \$16,432 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Child Care Workers employed in Maine in 2000 was 5,790. It is projected that in 2010 there will be 6,671. This represents a growth rate of 15.2% over this period. Growth plus replacement needs are estimated to average about 285 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Child Care Workers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Private Households	45.7 %
Social Services	43.6 %
Membership Organizations	4.5 %

Education, Training, and Work Experience

High school (GED), plus on-the-job training

Each State has its own licensing requirements that regulate caregiver training, ranging from a high school diploma, to community college courses, to a college degree in child development or early-childhood education. Childcare workers generally can obtain employment with a high school diploma and little or no experience.

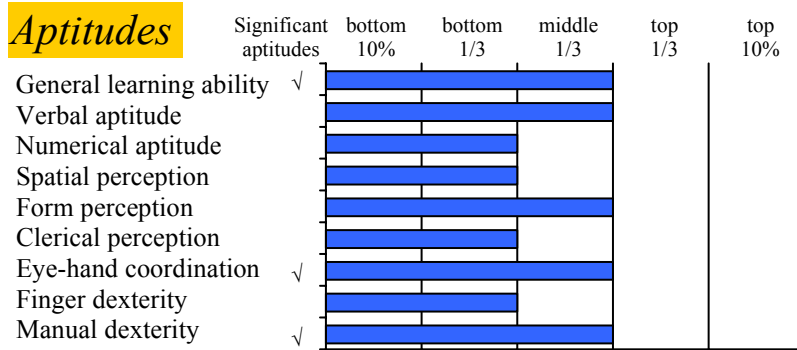
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Child Development, Care and Guidance (20.0102)
- Child Care and Guidance Workers and Managers, General (20.0201)
- Child Care Provider/Assistant (20.0202)
- Child Care and Guidance Workers and Managers, Other (20.0299)
- certification available
- license may be required

Transferable Work Content Skills

- Providing personal care services (basic level)
- Providing child care services (basic level)
- Planning recreation and entertainment activities (basic level)

Aptitudes



Physical Abilities

- No physical abilities rated as significant

Physical Demands

- Medium (20 lbs to 50 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Attendant, Children's Institution (DOT 359.677-010)

Cares for group of children housed in city, county, private, or other similar institution, under supervision of superintendent of home.

- Child-Care Attendant, School (DOT 355.674-010)

Attends to personal needs of handicapped children while in school to receive specialized academic and physical training.

- Nursery School Attendant (DOT 359.677-018)

Organizes and leads activities of prekindergarten children in nursery schools or in playrooms operated for patrons of theaters, department stores, hotels, and similar organizations.

- Playroom Attendant (DOT 359.677-026)

Entertains children in nursery of department store, country club, or similar establishment as service to patrons. Reads aloud, organizes and participates in games, and gives elementary lessons in arts or crafts.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Personal and Home Care Aides

Occupational Profile for Maine

O*NET 39-9021.00

Job Description

Performs housekeeping, personal care, and emotional support for clients in their places of residence. Helps elderly, disabled, and ill people live in their own homes instead of in a health facility.

Wages

Their average wage in Maine in 2001 was \$8.40 per hour. This would be equivalent to \$1,456 per month or \$17,472 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Personal and Home Care Aides employed in Maine in 2000 was 4,515. It is projected that in 2010 there will be 7,859. This represents a growth rate of 74.1% over this period. Growth plus replacement needs are estimated to average about 403 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Personal and Home Care Aides in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Social Services	87.2 %
Health Services	11.6 %
Educational Services	0.6 %

Education, Training, and Work Experience

High school preferred, plus short term, on-the-job training

In some States, this occupation is open to individuals with no formal training. On-the-job training is generally provided. Other States may require formal training, depending on State law.

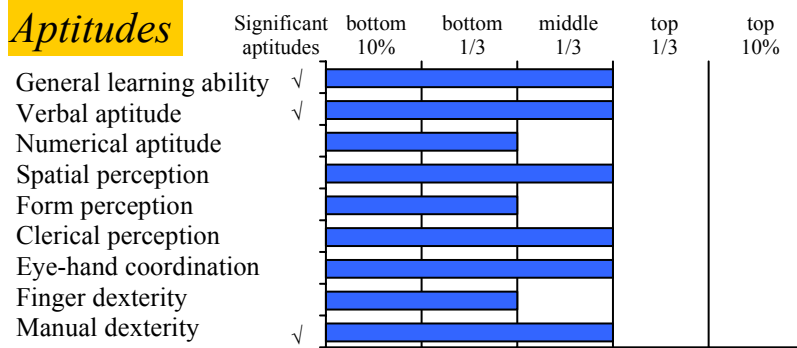
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Elder Care Provider/Companion (20.0602)
- Homemaker's Aide (20.0606)
- on-the-job training

Transferable Work Content Skills

- Using food and drink preparation equipment (medium level)
- Cleaning objects and buildings (medium level)
- Preparing food for customers (medium level)
- Counseling and advising people (medium level)
- Providing personal care services (medium level)

Aptitudes



Physical Abilities

- No physical abilities rated as significant

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Blind Aide (DOT 359.573-010)

Performs any combination of following duties to assist blind persons.

- Homemaker (DOT 309.354-010)

Advises family in private home in dealing with problems, such as nutrition, cleanliness, and household utilities.

- Personal Attendants (O*NET 69999B)

Perform a variety of personal services such as arranging for or providing valet services, issuing locker room supplies, or checking hats and coats for customers in club, restaurant, recreational facility, hotel, or other hospitality establishment.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Recreation Workers Occupational Profile for Maine

O*NET 39-9032.00

Job Description

Conducts recreation activities with groups in recreational facility or in public, private, or volunteer agency. Organizes activities such as arts and crafts, sports, games, music, social recreation, and hobbies, taking into account the needs and interests of individual members.

Wages

Their average wage in Maine in 2001 was \$9.52 per hour. This would be equivalent to \$1,650 per month or \$19,802 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Recreation Workers employed in Maine in 2000 was 973. It is projected that in 2010 there will be 1,146. This represents a growth rate of 17.8% over this period. Growth plus replacement needs are estimated to average about 37 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Recreation Workers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Local Government, Except Education & Hospitals	37.0 %
Health Services	22.9 %
Membership Organizations	18.6 %

Education, Training, and Work Experience

Bachelor's degree

Educational requirements for recreation workers range from a high school diploma -- or sometimes less for many summer jobs -- to graduate degrees for some administrative positions in large public recreation systems. Full-time career professional positions usually require a college degree with a major in parks and recreation or leisure studies, but a bachelor's degree in any liberal arts field may be sufficient for some jobs in the private sector.

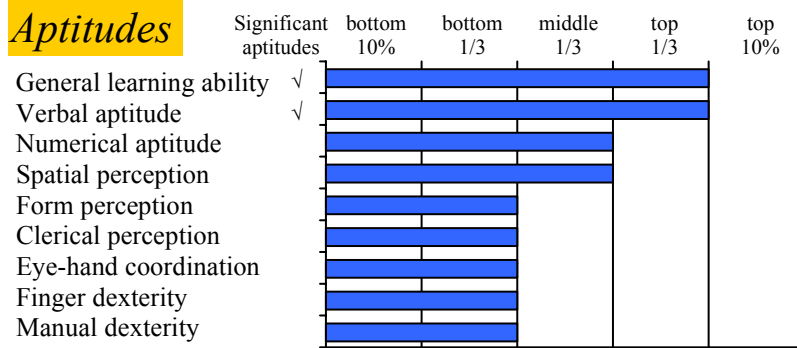
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Child Care Provider/Assistant (20.0202)
- Parks, Recreation and Leisure Studies (31.0101)
- Parks, Recreation and Leisure Facilities Management (31.0301)
- Sport and Fitness Administration/Management (31.0504)
- Parks, Recreation, Leisure and Fitness Studies, Other (31.9999)

Transferable Work Content Skills

- Providing recreation and entertainment activities (high level)
- Providing personal care services (medium level)
- Planning project activities (high level)
- Planning recreation and entertainment activities (high level)
- Planning and giving information and help (high level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Counselor, Camp (DOT 159.124-010)
Directs activities of children at vacation camp.
- Director, Recreation Center (DOT 195.167-026)
Plans, organizes, and directs comprehensive public and voluntary recreation programs at recreation building, indoor center, playground, playfield, or day camp.
- Director, Social (DOT 352.167-010)
Plans and organizes recreational activities and creates friendly atmosphere for guests in hotels and resorts or for passengers on board ship.
- Program Aide, Group Work (DOT 195.227-010)
Leads group work activities, as directed by agency program staff.
- Recreation Leader (DOT 195.227-014)
Conducts recreation activities with assigned groups in public department of voluntary agency.
- Recreation Supervisor (DOT 187.167-238)
Coordinates activities of paid and volunteer recreation service personnel in public department, voluntary agency, or similar type facility, such as community centers or swimming pools.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- National Recreation and Park Association - <http://www.nrpa.org/>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

First-Line Supervisors/Managers of Retail Sales Workers

Occupational Profile for Maine

O*NET 41-1011.00

Job Description

Directly supervises and coordinates the activities of sales, marketing, and related workers. May perform management functions such as budgeting, accounting, marketing, and personnel work in addition to supervisory duties.

Wages

Their average wage in Maine in 2001 was \$14.40 per hour. This would be equivalent to \$2,496 per month or \$29,952 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of First-Line Supervisors/Managers of Retail Sales Workers employed in Maine in 2000 was 9,801. It is projected that in 2010 there will be 10,558. This represents a growth rate of 7.7% over this period. Growth plus replacement needs are estimated to average about 218 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of First-Line Supervisors/Managers of Retail Sales Workers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Miscellaneous Retail Stores	21.4 %
Food Stores	20.3 %
Auto Dealers & Service Stations	13.1 %

Education, Training, and Work Experience

High school (GED), plus work experience

Sales worker supervisors usually acquire knowledge of management principles and practices -- an essential requirement for a supervisory or managerial position in retail trade -- through work experience. Many supervisors begin their careers on the sales floor as salespersons, cashiers, or customer service representatives.

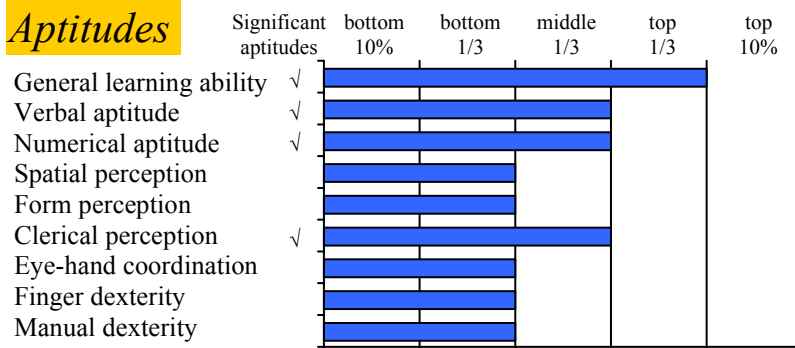
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Business and Personal Services Marketing Operations, Other (08.0299)
- General Retailing Operations (08.0705)
- General Selling Skills and Sales Operations (08.0706)
- General Retailing and Wholesaling Operations and Skills, Other (08.0799)
- Hospitality and Recreation Marketing Operations, Other (08.0999)
- Marketing Operations/Marketing and Distribution, Other (08.9999)

Transferable Work Content Skills

- Demonstrating products and services (high level)
- Managing and directing people and programs (high level)
- Negotiating staff policies and disputes (medium level)
- Hiring and supervising staff (medium level)
- Coordinating worker activities (high level)
- Selling products or services (high level)
- Handling customer complaints (high level)
- Planning staff work tasks (high level)
- Planning and administering budgets (high level)
- Processing sales and purchasing information (high level)

Aptitudes



Physical Abilities

- No physical abilities rated as significant

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Manager, Automobile Service Station (DOT 185.167-014)
Manages automobile service station.
- Manager, Department (DOT 299.137-010)
Supervises and coordinates activities of workers in department of retail store.
- Manager, Parts (DOT 185.167-038)
Manages retail or wholesale automotive parts establishment or department of repair shop or service station.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- National Retail Federation - <http://www.nrf.com>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Cashiers

Occupational Profile for Maine

O*NET 41-2011.00

Job Description

Receives payments, issues receipts, handles credit transactions, accounts for the amounts received, and perform related duties in a wide variety of business establishments.

Wages

Their average wage in Maine in 2001 was \$7.53 per hour. This would be equivalent to \$1,305 per month or \$15,662 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Cashiers employed in Maine in 2000 was 16,991. It is projected that in 2010 there will be 18,568. This represents a growth rate of 9.3% over this period. Growth plus replacement needs are estimated to average about 929 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Cashiers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Food Stores	36.2 %
Miscellaneous Retail Stores	13.8 %
General Merchandise Stores	13.4 %

Education, Training, and Work Experience

High school preferred, plus short term, on-the-job training

Cashier jobs tend to be entry-level positions requiring little or no previous work experience. Although there are no specific educational requirements, employers filling full-time jobs often prefer applicants with high school diplomas. Nearly all cashiers are trained on the job.

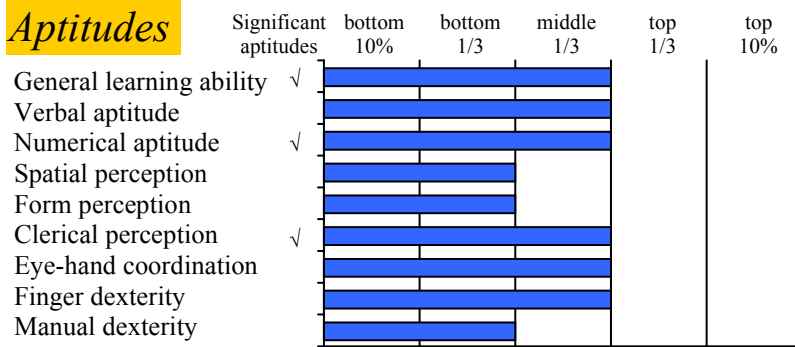
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Food Products Retailing and Wholesaling Operations (08.0601)
- General Retailing Operations (08.0705)
- on-the-job training

Transferable Work Content Skills

- Operating office machines (basic level)
- Answering questions about bills and charges (medium level)
- Preparing and organizing numerical records (medium level)
- Computing and totaling charges (medium level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

- Auction Clerk (DOT 294.567-010)
Records amounts of final bids for merchandise at auction sales, and receives money from final bidders at auction.
- Cashier II (DOT 211.462-010)
Receives cash from customers or employees in payment for goods or services and records amounts received.
- Cashier, Gambling (DOT 211.462-022)
Accepts and pays off bets placed by patrons of cardrooms, bookmaking, or other gambling establishments.
- Cashier-Checker (DOT 211.462-014)
Operates cash register to itemize and total customer's purchases in grocery, department, or other retail store.
- Cashier-Wrapper (DOT 211.462-018)
Operates cash register to compute and record total sale and wraps merchandise for customers in department, variety, and specialty stores.
- Ticket Seller (DOT 211.467-030)
Sells tickets for travel on ferryboats, street railroads, buses, and for admission to places of entertainment, such as skating rinks, baseball parks, stadiums, and amusement parks.
- Toll Collector (DOT 211.462-038)
Collects toll charged for use of bridges, highways, or tunnels by motor vehicles, or fare for vehicle and passengers on ferryboats.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Retail Salespersons Occupational Profile for Maine

O*NET 41-2031.00

Job Description

Sells a wide variety of merchandise such as clothing, appliances, furniture, tools, or motor vehicles.

Wages

Their average wage in Maine in 2001 was \$9.46 per hour. This would be equivalent to \$1,640 per month or \$19,677 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Retail Salespersons employed in Maine in 2000 was 17,394. It is projected that in 2010 there will be 18,424. This represents a growth rate of 5.9% over this period. Growth plus replacement needs are estimated to average about 765 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Retail Salespersons in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
General Merchandise Stores	25.7 %
Miscellaneous Retail Stores	20.3 %
Apparel and Accessories Stores	16.1 %

Education, Training, and Work Experience

High school preferred, plus short term, on-the-job training

There usually are no formal education requirements for this type of work, although a high school diploma or equivalent is preferred.

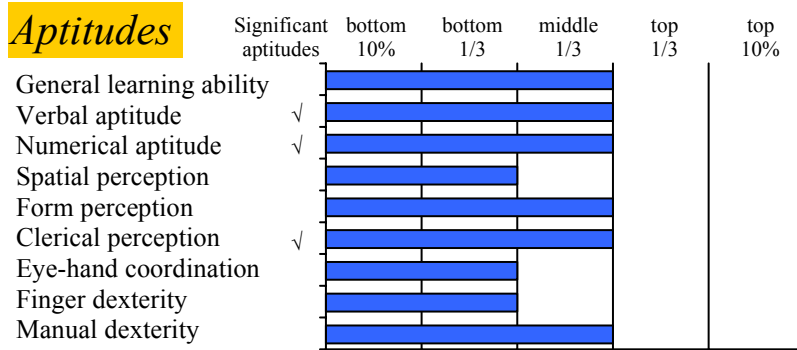
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Agricultural Supplies Retailing and Wholesaling (01.0501)
- Apparel and Accessories Marketing Operations, General (08.0101)
- Fashion Merchandising (08.0102)
- Apparel and Accessories Marketing Operations, Other (08.0199)
- General Retailing Operations (08.0705)
- General Selling Skills and Sales Operations (08.0706)
- Home Products Marketing Operations (08.0809)
- Vehicle Marketing Operations (08.1208)
- Fashion and Fabric Consultant (20.0306)
- on-the-job training

Transferable Work Content Skills

- Demonstrating products and services (high level)
- Selling products or services (high level)
- Answering questions about products and services (medium level)
- Waiting on customers (high level)
- Computing and totaling charges (medium level)
- Receiving and storing stock (medium level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Layaway Clerk (DOT 299.467-010)

Stores and releases merchandise and receives payments for merchandise held in layaway department.

- Salesperson, Books (DOT 277.357-034)

Sells books in book or department store.

- Salesperson, Commodities

Sells new or used products in retail stores, outlets, and showrooms. May sell vehicles, boats, cosmetics, and jewelry. Meets customers, explains products, and arranges sale. Fills out sales documents.

- Salesperson, Flowers (DOT 260.357-026)

Sells natural and artificial flowers, potted plants, floral pieces, and accessories.

- Salesperson, Furniture (DOT 270.357-030)

Sells furniture and bedding in furniture or department store.

- Salesperson, General Merchandise (DOT 279.357-054)

Sells variety of commodities in sales establishment, performing duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May demonstrate use of merchandise. May examine defective article returned by customer to determine if refund or replacement should be made. May estimate quantity of merchandise required to fill customer's need.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- National Retail Federation - <http://www.nrf.com>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Insurance Sales Agents Occupational Profile for Maine O*NET 41-3021.00

Job Description

Sells or advises clients on life, auto, fire, accident, and other types of insurance. May refer clients to independent brokers, work as independent broker, or be employed by an insurance company.

Wages

Their average wage in Maine in 2001 was \$20.05 per hour. This would be equivalent to \$3,475 per month or \$41,704 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Insurance Sales Agents employed in Maine in 2000 was 2,051. It is projected that in 2010 there will be 2,046. This represents a growth rate of -0.2% over this period. Growth plus replacement needs are estimated to average about 52 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Insurance Sales Agents in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Insurance Agents, Brokers, & Services	74.9 %
Insurance Carriers	21.9 %
Business Services	1.2 %

Education, Training, and Work Experience

Bachelor's degree

For insurance agency jobs, most companies and independent agencies prefer to hire college graduates -- particularly those who have majored in business or economics. A few hire high school graduates with proven sales ability or who have been successful in other types of work. Insurance sales agents must obtain a license in the States where they plan to sell insurance.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Insurance Marketing Operations (08.1001)
- Insurance and Risk Management (52.0805)
- on-the-job training, license required

Occupational License is required for most employment in Maine. For more information, contact:

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station, 112 Northern Avenue, Gardiner, ME 04345 Tel. (207) 624-8603

Transferable Work Content Skills

- Demonstrating products and services (high level)
- Counseling and advising people (medium level)
- Selling products or services (high level)
- Giving information on insurance services (medium level)
- Answering questions about products and services (medium level)
- Planning and giving information and help (medium level)
- Preparing project status reports (medium level)
- Processing sales and purchasing information (medium level)

Aptitudes

	Significant aptitudes	bottom 10%	bottom 1/3	middle 1/3	top 1/3	top 10%
General learning ability	✓					
Verbal aptitude	✓					
Numerical aptitude	✓					
Spatial perception						
Form perception						
Clerical perception	✓					
Eye-hand coordination						
Finger dexterity						
Manual dexterity						

Physical Abilities

- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Estate Planner (DOT 186.167-010)

Reviews assets and liabilities of estate to determine that insurance is adequate for financial protection of estate.

- Placer (DOT 239.267-010)

Advises clients of broker (independent agent) in selecting casualty, life, or property insurance.

- Special Agent, Group Insurance (DOT 169.167-050)

Explains group insurance programs to promote sale of insurance to prospective clients and establishes bookkeeping system for insurance plan.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- Insurance Vocational Education Student Training - <http://www.investprogram.org>
- National Association of Professional Insurance Agents - <http://www.pianet.com>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Securities, Commodities, and Financial Services Sales Agents

Occupational Profile for Maine

O*NET 41-3031.00

Job Description

Buys and sells securities in investment and trading firms. Develops and implements financial plans for individuals, businesses, and organizations.

Wages

Their average wage in Maine in 2001 was \$34.33 per hour. This would be equivalent to \$5,951 per month or \$71,406 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Securities, Commodities, and Financial Services Sales Agents employed in Maine in 2000 was 656. It is projected that in 2010 there will be 955. This represents a growth rate of 45.6% over this period. Growth plus replacement needs are estimated to average about 35 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Securities, Commodities, and Financial Services Sales Agents in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Security & Commodity Brokers	67.0 %
Depository Institutions	19.7 %
Nondepository Institutions	5.6 %

Education, Training, and Work Experience

Bachelor's degree

Because securities and commodities sales agents must be knowledgeable about economic conditions and trends, a college education is important, especially in larger securities firms. Securities and commodities sales agents must meet State licensing requirements, which usually include passing an examination and, in some cases, furnishing a personal bond. Most employers provide on-the-job training to help securities and commodities sales agents meet the registration requirements for certification. In most firms, this training period takes about 4 months.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Financial Services Marketing Operations (08.0401)
- Financial Planning (52.0804)
- Investments and Securities (52.0807)

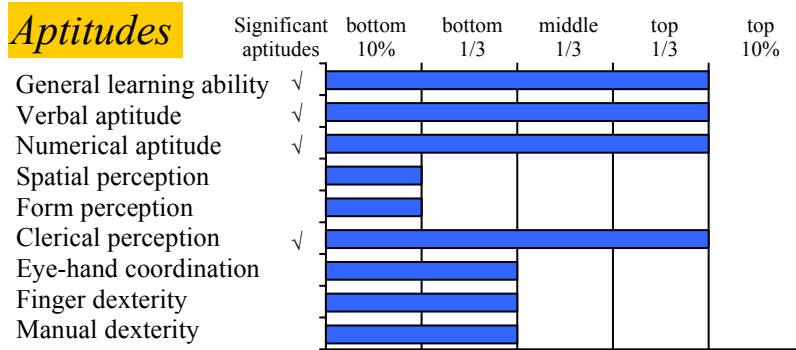
Occupational License is required for most employment in Maine. For more information, contact:

Department of Professional & Financial Regulation, Office of Licensing and Registration, 35 State House Station, 112 Northern Avenue, Gardiner, ME 04345 Tel. (207) 624-8603

Transferable Work Content Skills

- Giving advice on financial matters (high level)
- Selling products or services (high level)
- Explaining banking, loan, and financial services (high level)
- Planning and giving information and help (high level)
- Examining and evaluating financial records (high level)
- Processing sales and purchasing information (medium level)
- Processing numbers and figures (medium level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Broker-and-Market Operator, Grain (DOT 162.157-010)

Buys and sells grain on commission, for customers, through commodity exchange.

- Financial Planner (DOT 250.257-014)

Develops and implements financial plans for individuals, businesses, and organizations, utilizing knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate.

- Floor Broker (DOT 162.167-034)

Buys and sells securities on floor of securities exchange.

- Sales Agents, Financial Services (O*NET 43014B)

Sell financial services, such as loan, tax, and securities counseling to customers of financial institutions and business establishments.

- Securities Trader (DOT 162.167-038)

Purchases and sells securities for brokerage firm.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products

Occupational Profile for Maine

O*NET 41-4012.00

Job Description

Sells goods or services for wholesalers or manufacturers to businesses or groups of individuals. Solicits orders from established clients or secures new customers. Work requires a substantial knowledge of items sold.

Wages

Their average wage in Maine in 2001 was \$21.67 per hour. This would be equivalent to \$3,756 per month or \$45,074 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products employed in Maine in 2000 was 6,002. It is projected that in 2010 there will be 6,022. This represents a growth rate of 0.3% over this period. Growth plus replacement needs are estimated to average about 165 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Wholesale Trade, Nondurable Goods	35.8 %
Wholesale Trade, Durable Goods	35.0 %
Business Services	4.0 %

Education, Training, and Work Experience

High school (GED), plus work experience

Most firms require a strong educational background and increasingly prefer or require a bachelor's degree as the job requirements have become more technical and analytical. Nevertheless, many employers still hire individuals with previous sales experience who do not have a college degree. Many companies have formal training programs for beginning sales representatives lasting up to 2 years.

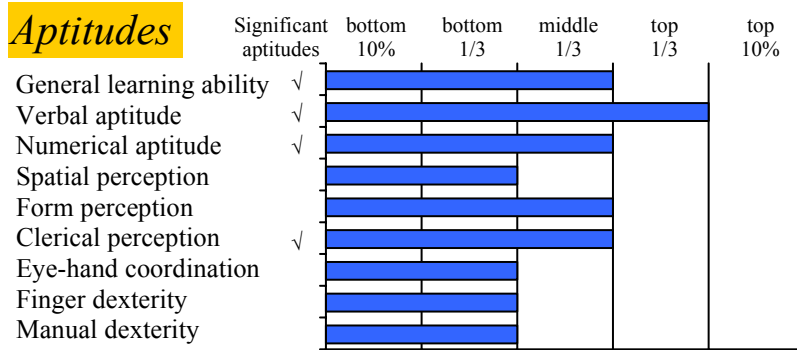
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- General Selling Skills and Sales Operations (08.0706)
- General Retailing and Wholesaling Operations and Skills, Other (08.0799)
- Office Products Marketing Operations (08.0810)

Transferable Work Content Skills

- Demonstrating products and services (medium level)
- Selling products or services (medium level)
- Answering questions about products and services (medium level)
- Waiting on customers (medium level)
- Processing sales and purchasing information (medium level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Manufacturer's Representative (DOT 279.157-010)

Sells single, allied, diversified, or multiline products to WHOLESALERS (wholesale tr.) I 185.167-070 or other customers for one or more manufacturers on commission basis.

- Sales Representative, Commercial Equipment and Supplies (DOT 275.357-018)

Sells commercial furniture, equipment, and supplies other than office machines to business establishments.

- Sales Representative, Food Products (DOT 260.357-014)

Sells food products, such as bakery products, confectionery, canned goods, coffee, tea, spices, poultry, meats, and seafood, to retail food stores, wholesale grocers, restaurants, hotels, or institutions. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May be designated according to kind of food sold as Sales Representative, Flour and Cereals (wholesale tr.); Sales Representative, Groceries (wholesale tr.); Sales Representative, Meats (wholesale tr.).

- Sales Representative, General Merchandise (DOT 279.357-014)

Sells variety of merchandise, such as dry goods, notions, and housewares, to retail stores or other outlets, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May assemble and stock product displays in retail stores. May obtain credit information on prospective customers and forward findings to home office.

- Sales Representative, Motor Vehicles and Supplies (DOT 273.357-022)

Sells motor vehicles, such as automobiles, motorcycles, tractors, and trucks, and parts and supplies, such as batteries, tires, motors, chassis parts, tools, equipment, and lubricants, to dealers and service stations.

- Sales Representative, Paper and Paper Products (DOT 279.357-026)

Sells paper and paper products, such as bags, containers, newsprint, wrapping paper, stationery, towels, and plates. Performs duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May be designated according to type of paper as Sales Representative, Printing Paper (wholesale tr.); or paper product sold as Sales Representative, Envelope (wholesale tr.).

- Sales Representative, Wholesale

Sells goods to business and industrial concerns for manufacturers or distributors. May work in showrooms or travel throughout an assigned territory, meeting customers and explaining products. Quotes prices, and fills out contracts.

- Sales Representative, Women's and Girls' Apparel (DOT 261.357-038)

Sells women's and girls' apparel, such as coats, dresses, lingerie, and accessories, utilizing knowledge of fabrics, style, and prices. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May specialize according to price range of garment sold. May sell only girls' or women's apparel and be designated Sales Representative, Girls' Apparel (wholesale tr.); Sales Representative, Women's Apparel (wholesale tr.).

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- Manufacturers' Agents National Association - <http://www.manaonline.org>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Telemarketers

Occupational Profile for Maine

O*NET 41-9041.00

Job Description

Promotes and solicits orders for goods or services over the telephone.

Wages

Their average wage in Maine in 2001 was \$11.14 per hour. This would be equivalent to \$1,931 per month or \$23,171 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Telemarketers employed in Maine in 2000 was 3,697. It is projected that in 2010 there will be 4,717. This represents a growth rate of 27.6% over this period. Growth plus replacement needs are estimated to average about 178 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Telemarketers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Nondepository Institutions	47.3 %
Business Services	39.3 %
Auto Repair Services and Parking	4.2 %

Education, Training, and Work Experience

High school preferred, plus short term, on-the-job training

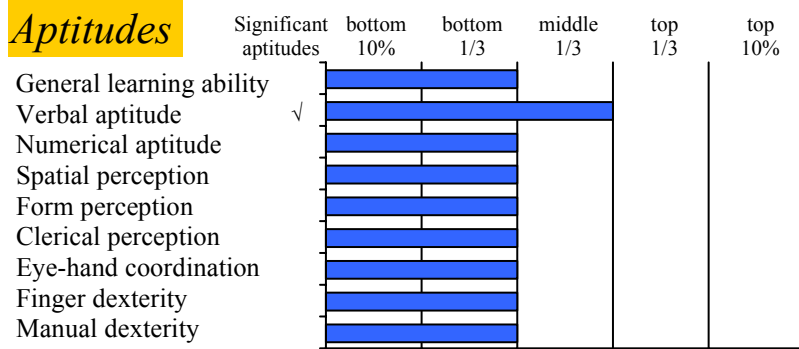
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- General Selling Skills and Sales Operations (08.0706)

Transferable Work Content Skills

- Operating communications equipment (medium level)
- Selling products or services (medium level)
- Transmitting information electronically (medium level)
- Answering questions about products and services (medium level)
- Answering business telephone inquiries (medium level)
- Compiling and cataloging written information (medium level)
- Computing and totaling charges (medium level)

Aptitudes



Physical Abilities

- Speech clarity ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

No Specialties or Similar Occupations identified

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

First-Line Supervisors/Managers of Office and Administrative Support Workers

Occupational Profile for Maine

O*NET 43-1011.00

Job Description

Supervises and coordinates the activities of workers involved in providing administrative support services.

Wages

Their average wage in Maine in 2001 was \$16.25 per hour. This would be equivalent to \$2,817 per month or \$33,800 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of First-Line Supervisors/Managers of Office and Administrative Support Workers employed in Maine in 2000 was 5,513. It is projected that in 2010 there will be 5,840. This represents a growth rate of 5.9% over this period. Growth plus replacement needs are estimated to average about 140 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors

(by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of First-Line Supervisors/Managers of Office and Administrative Support Workers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Health Services	12.1 %
Depository Institutions	10.7 %
Business Services	5.9 %

Education, Training, and Work Experience

High school (GED), plus work experience

Most firms fill office and administrative support supervisory and managerial positions by promoting clerical or administrative support workers from within their organizations. Many employers require postsecondary training -- in some cases, an associate's or even a bachelor's degree.

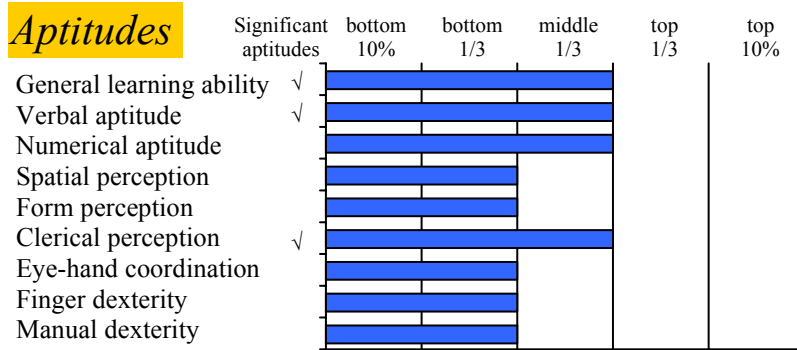
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Office Supervision and Management (52.0204)

Transferable Work Content Skills

- Filing documents (medium level)
- Assigning duties to workers (medium level)
- Evaluating worker performance (medium level)
- Working as a member of an office support team (high level)
- Planning staff work tasks (medium level)
- Proofreading data for accuracy (medium level)
- Preparing orders for supplies (medium level)
- Preparing and organizing verbal records (medium level)
- Preparing and organizing numerical records (medium level)
- Receiving and storing stock (medium level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- First-Line Supervisors, Customer Service (O*NET 51002A)
Supervise and coordinate activities of workers involved in providing customer service.
- Mailroom Supervisor (DOT 209.137-010)
Supervises and coordinates activities of clerks who open, sort, and route mail, and prepare outgoing material for mailing.
- Stock Supervisor (DOT 222.137-034)
Supervises and coordinates activities of workers concerned with ordering, receiving, storing, inventorying, issuing, and shipping materials, supplies, tools, equipment, and parts, in stockroom, warehouse, or yard.
- Supervisor, Accounting Clerks (DOT 216.132-010)
Supervises and coordinates activities of workers engaged in calculating, posting, verifying, and typing duties to obtain and record financial data for use in maintaining accounting and statistical records.
- Supervisor, Computer Operations (DOT 213.132-010)
Supervises and coordinates activities of workers operating computers and peripheral equipment.
- Supervisor, Files (DOT 206.137-010)
Supervises and coordinates activities of workers engaged in maintaining central records files.
- Supervisor, Production Control (DOT 221.137-018)
Supervises and coordinates activities of MATERIAL COORDINATORS (clerical) engaged in expediting flow of material, parts, and assemblies within or between departments of industrial plant, and of PRODUCTION COORDINATORS (clerical) engaged in scheduling production operations.
- Supervisor, Word Processing (DOT 203.137-010)
Supervises and coordinates activities of workers engaged in operating word processing equipment to prepare correspondence, records, reports, insurance policies, and similar items.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Bookkeeping, Accounting, and Auditing Clerks

Occupational Profile for Maine

O*NET 43-3031.00

Job Description

Computes, classifies, records, and summarizes financial data to keep and maintain fiscal records according to established bookkeeping and accounting procedures.

Wages

Their average wage in Maine in 2001 was \$12.13 per hour. This would be equivalent to \$2,103 per month or \$25,230 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Bookkeeping, Accounting, and Auditing Clerks employed in Maine in 2000 was 10,257. It is projected that in 2010 there will be 10,130. This represents a growth rate of -1.2% over this period. Growth plus replacement needs are estimated to average about 195 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Bookkeeping, Accounting, and Auditing Clerks in Maine in 2001 were:

Industry	Percentage
Local Government, Except Education & Hospitals	6.5 %
Depository Institutions	5.2 %
Auto Dealers & Service Stations	5.0 %

Education, Training, and Work Experience

High school (GED), plus on-the-job training

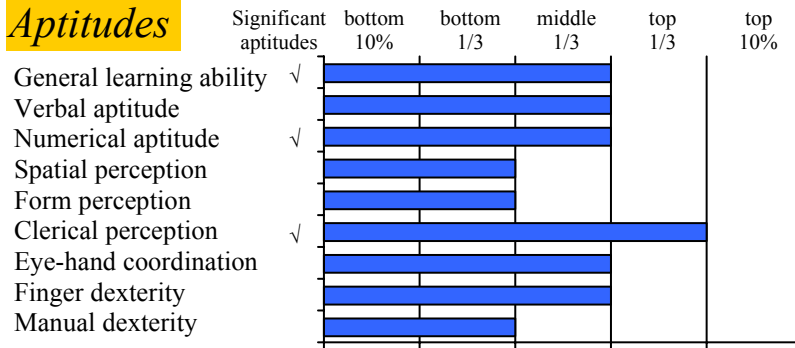
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Accounting Technician (52.0302)
- military services

Transferable Work Content Skills

- Operating office machines (medium level)
- Answering questions about bills and charges (medium level)
- Proofreading data for accuracy (medium level)
- Preparing financial reports (medium level)
- Preparing and organizing numerical records (medium level)
- Processing numbers and figures (medium level)
- Entering information on computer terminals (medium level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

• Audit Clerk (DOT 210.382-010)

Verifies accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

• Bookkeeper (DOT 210.382-014)

Keeps records of financial transactions for establishment, using calculator and computer.

• Budget Clerk (DOT 216.382-022)

Prepares budgets based on previous budget figures or estimated revenue and expense.

• Night Auditor (DOT 210.382-054)

Verifies and balances entries and records of financial transactions reported by various hotel departments during day, using adding, bookkeeping, and calculating machines. May perform duties of HOTEL CLERK (hotel & rest.) 238.367-038 in smaller establishment.

• Tax Clerk (DOT 219.487-010)

Computes state or federal taxes on sales transactions, production processes, or articles produced, and keeps record of amount due and paid. May affix revenue stamps to tax reports to cover amount of tax due.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Tellers

Occupational Profile for Maine

O*NET 43-3071.00

Job Description

Receives and pays out money in a financial institution. Keeps records of money and other negotiable instruments involved in financial transactions.

Wages

Their average wage in Maine in 2001 was \$9.09 per hour. This would be equivalent to \$1,576 per month or \$18,907 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Tellers employed in Maine in 2000 was 2,696. It is projected that in 2010 there will be 2,806. This represents a growth rate of 4.1% over this period. Growth plus replacement needs are estimated to average about 141 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Tellers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Depository Institutions	99.6 %
Health Services	0.3 %
Business Services	0.1 %

Education, Training, and Work Experience

High school (GED), plus on-the-job training

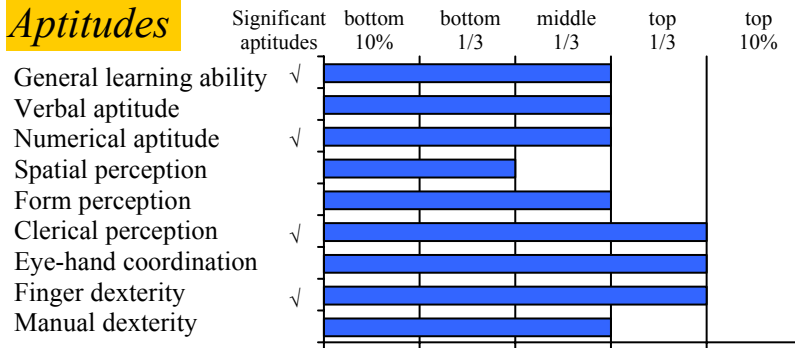
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Banking and Financial Support Services (52.0803)
- in-house training

Transferable Work Content Skills

- Operating office machines (medium level)
- Explaining banking, loan, and financial services (medium level)
- Waiting on customers (high level)
- Preparing and organizing numerical records (high level)
- Processing numbers and figures (high level)
- Computing and totaling charges (high level)
- Entering information on computer terminals (medium level)
- Sorting paper materials (medium level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

- Automatic Teller Machine Servicers (O*NET 63099D)
Collect deposits and replenish automatic teller machines with cash and supplies.
- Coupon Clerk (DOT 219.462-010)
Receives matured bond coupons from bank departments, local banks, and customers to effect collection on cash basis, or for payment when future collection is made.
- Foreign Banknote Teller-Trader (DOT 211.362-014)
Buys and sells foreign currencies and drafts and sells travelers' checks, according to daily international exchange rates, working at counter in foreign exchange office.
- Teller, Vault (DOT 211.382-010)
Fills orders for currency and coins, and counts and records cash deposits in vault of commercial bank.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Customer Service Representatives

Occupational Profile for Maine

O*NET 43-4051.00

Job Description

Interviews applicants for water, gas, electric, or telephone service. Talks with customers by phone or in person, and receives orders to start, stop, or change service.

Wages

Their average wage in Maine in 2001 was \$12.16 per hour. This would be equivalent to \$2,108 per month or \$25,293 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Customer Service Representatives employed in Maine in 2000 was 7,823. It is projected that in 2010 there will be 9,343. This represents a growth rate of 19.4% over this period. Growth plus replacement needs are estimated to average about 218 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Customer Service Representatives in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Miscellaneous Retail Stores	16.0 %
Business Services	12.2 %
Insurance Agents, Brokers, & Services	10.0 %

Education, Training, and Work Experience

High school (GED), plus on-the-job training

For customer service representatives, some college education may be preferred.

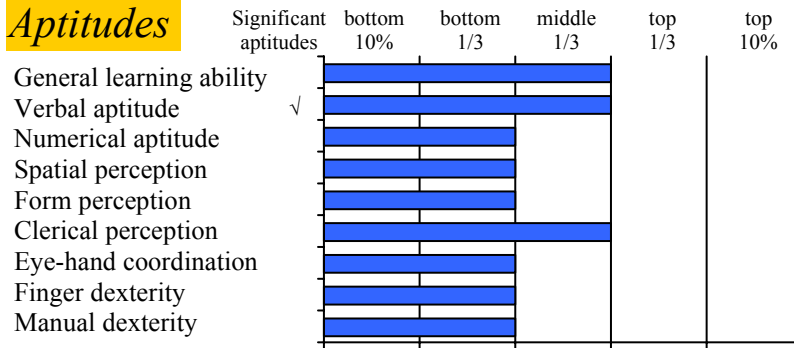
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- General Selling Skills and Sales Operations (08.0706)
- on-the-job training

Transferable Work Content Skills

- Operating office machines (medium level)
- Giving information on events and procedures (medium level)
- Answering questions about products and services (medium level)
- Answering business telephone inquiries (medium level)
- Interviewing people to obtain information (medium level)
- Compiling and cataloging written information (medium level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

- Customer Service Representative (DOT 239.362-014)

Interviews applicants and records interview information into computer for water, gas, electric, telephone, or cable television system service.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Receptionists and Information Clerks

Occupational Profile for Maine

O*NET 43-4171.00

Job Description

Receives and greets visitors to an establishment, or obtains and provides information for the general public (customers, visitors, and other interested parties). Provides information about activities conducted at the establishment; the location of departments, offices, and employees within the organization; or services offered. May perform other clerical duties as assigned.

Wages

Their average wage in Maine in 2001 was \$9.44 per hour. This would be equivalent to \$1,636 per month or \$19,635 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Receptionists and Information Clerks employed in Maine in 2000 was 4,505. It is projected that in 2010 there will be 5,404. This represents a growth rate of 20% over this period. Growth plus replacement needs are estimated to average about 189 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Receptionists and Information Clerks in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Health Services	33.5 %
Business Services	5.8 %
Membership Organizations	5.8 %

Education, Training, and Work Experience

High school (GED), plus on-the-job training

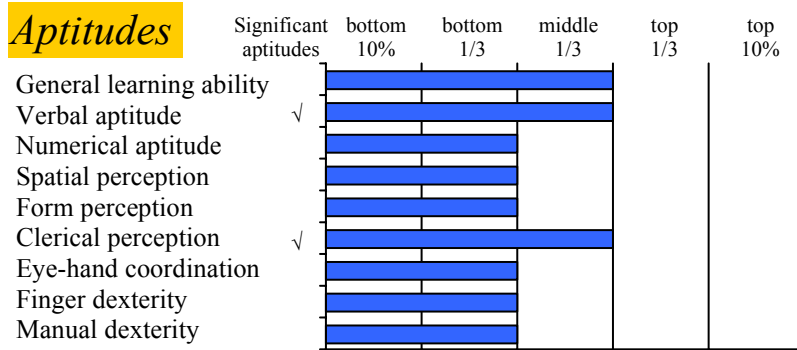
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Receptionist (52.0406)
- General Office/Clerical and Typing Services (52.0408)

Transferable Work Content Skills

- Operating word processors (medium level)
- Operating office machines (medium level)
- Filing documents (medium level)
- Giving information on events and procedures (medium level)
- Answering business telephone inquiries (medium level)
- Working as a member of an office support team (medium level)
- Compiling and cataloging written information (medium level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

• Appointment Clerk (DOT 237.367-010)

Schedules appointments with employer or other employees for clients or customers by mail, phone, or in person, and records time and date of appointment in appointment book. Indicates in appointment book when appointments have been filled or cancelled. May telephone or write clients to remind them of appointments. May receive payments for services, and record them in ledger. May receive callers [RECEPTIONIST (clerical)]. May operate switchboard [TELEPHONE OPERATOR (clerical)].

• Credit Reporting Clerk (DOT 203.362-014)

Compiles, posts, and retrieves credit information, using computer, and reports credit information to subscribers of credit reporting agency.

• Park Aide (DOT 249.367-082)

Assists PARK RANGER (government ser.) 169.167-042 or PARK SUPERINTENDENT (government ser.) 188.167-062 in operation of state or national park, monument, historic site, or recreational area through performance of any combination of clerical and other duties.

• Referral-and-Information Aide (DOT 237.367-042)

Receives callers and responds to complaints in person or by telephone for government agency.

• Registrar (DOT 205.367-038)

Registers visitors to public facilities, such as national or state parks, military bases, and monuments.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Stock Clerks and Order Fillers

Occupational Profile for Maine

O*NET 43-5081.00

Job Description

Receives, stores, and issues materials, equipment, and other items from stockroom, warehouse, or storage yard. Monitors inventory, keeps records, and compiles stock reports.

Wages

Their average wage in Maine in 2001 was \$9.99 per hour. This would be equivalent to \$1,732 per month or \$20,779 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Stock Clerks and Order Fillers employed in Maine in 2000 was 7,192. It is projected that in 2010 there will be 7,268. This represents a growth rate of 1.1% over this period. Growth plus replacement needs are estimated to average about 264 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Stock Clerks and Order Fillers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Food Stores	33.1 %
General Merchandise Stores	13.9 %
Wholesale Trade, Nondurable Goods	11.9 %

Education, Training, and Work Experience

High school (GED), plus on-the-job training

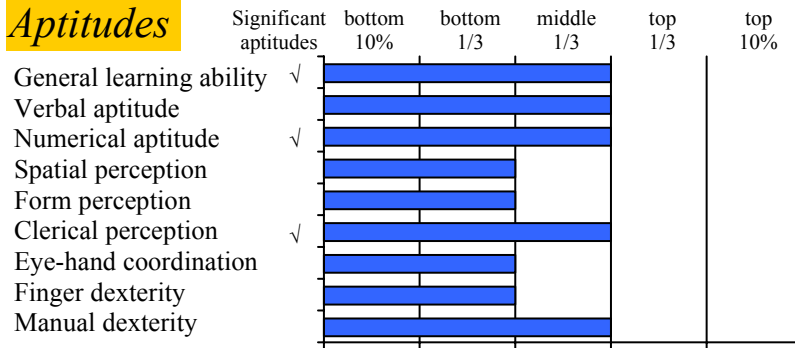
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- General Office/Clerical and Typing Services (52.0408)
- Administrative and Secretarial Services, Other (52.0499)
- on-the-job training
- military services

Transferable Work Content Skills

- Loading and unloading materials (medium level)
- Processing numbers and figures (medium level)
- Compiling and cataloging written information (medium level)
- Receiving and storing stock (medium level)

Aptitudes



Physical Abilities

- Static strength ... (medium level)
- Extent flexibility ... (medium level)
- Near vision ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Central-Supply Worker (DOT 381.687-010)
Performs any combination of following duties.
- Inventory Clerk (DOT 222.387-026)
Compiles and maintains records of quantity, type, and value of material, equipment, merchandise, or supplies stocked in establishment.
- Material Clerk (DOT 222.387-034)
Compiles and maintains records of quantity, cost, and type of material received, stocked, and issued, and prepares material requisitions.
- Merchandise Distributor (DOT 219.367-018)
Compiles reports of stock on hand and kind and amount sold.
- Parts Clerk (DOT 222.367-042)
Receives, stores, and issues spare and replacement parts, equipment, and expendable items used in repair or maintenance shop. Takes inventory of parts and equipment and maintains inventory records. May drive truck to pick up incoming stock or to pick up and deliver parts to units in other buildings or locations. May sell auto parts to customers. May be designated according to type of parts issued as Parts Clerk, Automobile Repair (clerical); Parts Clerk, Plant Maintenance (clerical).
- Stock Control Clerk (DOT 219.387-030)
Performs any combination of following tasks to compile records concerned with ordering, receiving, storing, issuing, and shipping materials, supplies, and equipment.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Executive Secretaries and Administrative Assistants

Occupational Profile for Maine

O*NET 43-6011.00

Job Description

Assists executives by coordinating and directing basic office services, such as staff assignments, records management, budget control, and special management studies.

Wages

Their average wage in Maine in 2001 was \$14.15 per hour. This would be equivalent to \$2,453 per month or \$29,432 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Executive Secretaries and Administrative Assistants employed in Maine in 2000 was 5,672. It is projected that in 2010 there will be 5,994. This represents a growth rate of 5.7% over this period. Growth plus replacement needs are estimated to average about 129 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Executive Secretaries and Administrative Assistants in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Educational Services	17.3 %
Health Services	8.0 %
Business Services	7.8 %

Education, Training, and Work Experience

Postsecondary training, plus on-the-job training

Administrative assistants acquire skills in various ways. Training ranges from high school vocational education programs that teach office skills and keyboarding to 1- and 2-year programs in office administration offered by business schools, vocational-technical institutes, and community colleges. Many temporary placement agencies also provide formal training in computer and office skills. Many skills are often acquired, however, through on-the-job instruction by other employees or by equipment and software vendors. Bachelor's degrees and professional certifications are becoming increasingly important as business continues to become more global.

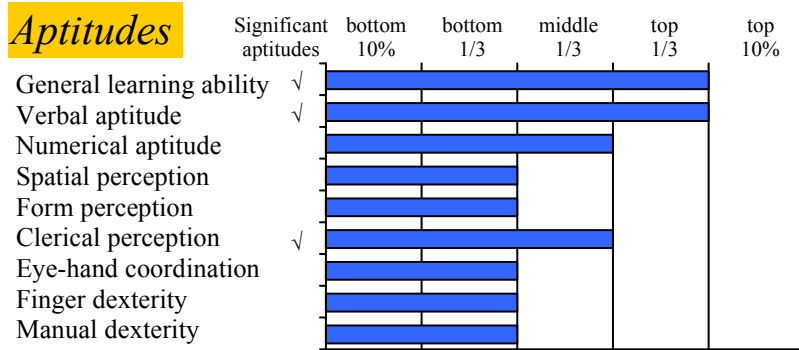
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Administrative Assistant/Secretarial Science, General (52.0401)

Transferable Work Content Skills

- Filing documents (medium level)
- Assigning duties to workers (medium level)
- Planning staff work tasks (medium level)
- Proofreading data for accuracy (medium level)
- Preparing orders for supplies (medium level)
- Preparing and organizing verbal records (medium level)
- Preparing and organizing numerical records (medium level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Administrative Secretary (DOT 169.167-014)

Keeps official corporation records and executes administrative policies determined by or in conjunction with other officials.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Medical Secretaries

Occupational Profile for Maine

O*NET 43-6013.00

Job Description

Performs secretarial duties using specific knowledge of medical terminology and procedures. Uses personal computers, and operates office equipment such as fax machines, photocopiers, and telephones with voice mail capabilities.

Wages

Their average wage in Maine in 2001 was \$12.07 per hour. This would be equivalent to \$2,092 per month or \$25,106 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Medical Secretaries employed in Maine in 2000 was 1,511. It is projected that in 2010 there will be 1,940. This represents a growth rate of 28.4% over this period. Growth plus replacement needs are estimated to average about 69 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors

(by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Medical Secretaries in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Health Services	96.0 %
Social Services	1.3 %
Business Services	1.2 %

Education, Training, and Work Experience

1 to 2 years postsecondary training

High school graduates who have basic office skills may qualify for entry-level secretarial positions. Training ranges from high school vocational education programs that teach office skills and keyboarding to 1- and 2-year programs in office administration offered by business schools, vocational-technical institutes, and community colleges. Many temporary placement agencies also provide formal training in computer and office skills. Many skills are often acquired, however, through on-the-job instruction by other employees or by equipment and software vendors. Specialized training programs are available for students planning to become medical secretaries.

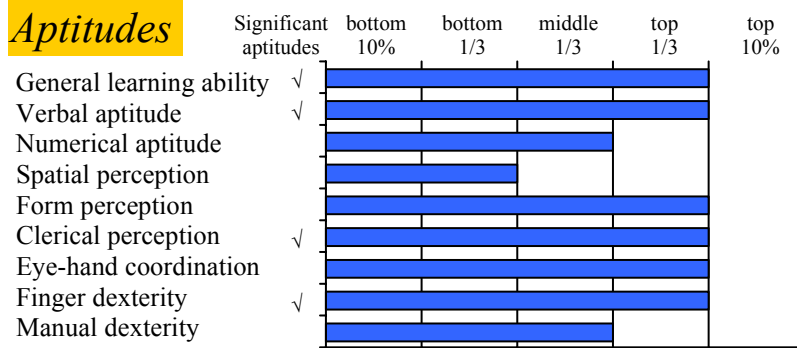
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Medical Administrative Assistant/Secretary (52.0404)

Transferable Work Content Skills

- Operating word processors (high level)
- Operating office machines (medium level)
- Answering business telephone inquiries (medium level)
- Answering questions about bills and charges (medium level)
- Working as a member of an office support team (medium level)
- Preparing and organizing verbal records (medium level)
- Compiling and recording office and business records (medium level)
- Collecting and recording medical information (medium level)
- Developing and using computerized medical records (medium level)

Aptitudes



Physical Abilities

- No physical abilities rated as significant

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

No Specialties or Similar Occupations identified

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Secretaries, Except Legal, Medical, and Executive Occupational Profile for Maine

O*NET 43-6014.00

Job Description

Relieves officials or executives of clerical work and minor administrative or business details by scheduling appointments, giving information to callers, composing and typing routine correspondences, reading and routing incoming mail, filing records, and other various clerical duties. Operates office equipment such as word processors, fax machines, photocopiers, and telephones with voice mail capabilities.

Wages

Their average wage in Maine in 2001 was \$11.00 per hour. This would be equivalent to \$1,907 per month or \$22,880 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Secretaries, Except Legal, Medical, and Executive employed in Maine in 2000 was 8,874. It is projected that in 2010 there will be 8,491. This represents a growth rate of -4.3% over this period. Growth plus replacement needs are estimated to average about 151 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Secretaries, Except Legal, Medical, and Executive in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Educational Services	30.4 %
Health Services	14.5 %
Business Services	5.2 %

Education, Training, and Work Experience

High school (GED), plus on-the-job training

Secretaries acquire skills in various ways. Training ranges from high school vocational education programs that teach office skills and keyboarding to 1- and 2-year programs in office administration offered by business schools, vocational-technical institutes, and community colleges. Many temporary placement agencies also provide formal training in computer and office skills. Many skills are often acquired, however, through on-the-job instruction by other employees or by equipment and software vendors. Bachelor's degrees and professional certifications are becoming increasingly important as business continues to become more global.

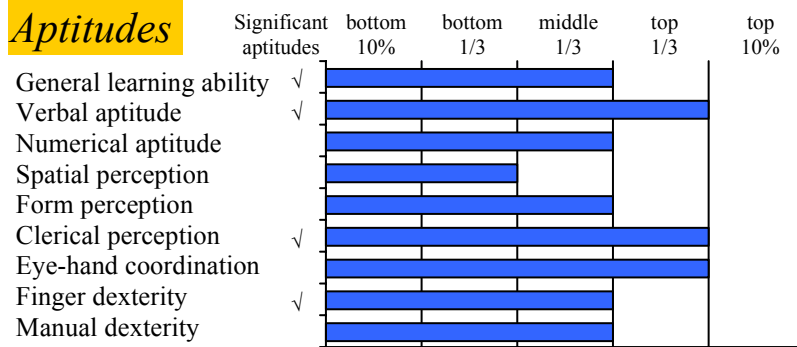
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Administrative Assistant/Secretarial Science, General (52.0401)
- Executive Assistant/Secretary (52.0402)
- Administrative and Secretarial Services, Other (52.0499)

Transferable Work Content Skills

- Operating word processors (high level)
- Operating office machines (medium level)
- Answering business telephone inquiries (medium level)
- Following spoken instructions (medium level)
- Working as a member of an office support team (medium level)
- Preparing and organizing verbal records (medium level)
- Compiling and recording office and business records (medium level)
- Processing and delivering mail (medium level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Membership Secretary (DOT 201.362-018)

Compiles and maintains membership lists, records receipts of dues and contributions, and gives information to members of nonprofit organization.

- School Secretary (DOT 201.362-022)

Performs secretarial duties in public or private school.

- Script Supervisor (DOT 201.362-026)

Compiles and records details of scenes, such as action sequences, physical layout, and costumes used during photographing of motion pictures and television film productions to relieve DIRECTOR, MOTION PICTURE (motion picture) of minor administrative and clerical detail.

- Social Secretary (DOT 201.162-010)

Coordinates social, business, and personal affairs of employer. Confers with employer on contemplated social functions, sends invitations, and arranges for decorations and entertainment. Advises employer on etiquette, dress, and current events. Reads and answers routine correspondence, using typewriter or in own handwriting as situation demands. May manage financial affairs of entire house.

- Trust Operations Assistant (DOT 219.362-074)

Opens and closes trust accounts; arranges transfer of trust assets; updates trust account records; pays bills, dividends, and interest; and performs clerical duties in personal or corporate trust department.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Desktop Publishers

Occupational Profile for Maine

O*NET 43-9031.00

Job Description

Formats typescript and graphic elements using computer software to produce publication-ready material.

Wages

Their average wage in Maine in 2001 was \$13.54 per hour. This would be equivalent to \$2,347 per month or \$28,163 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Desktop Publishers employed in Maine in 2000 was 137. It is projected that in 2010 there will be 235. This represents a growth rate of 71.5% over this period. Growth plus replacement needs are estimated to average about 13 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Desktop Publishers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Printing & Publishing	69.9 %
Business Services	10.5 %
Building Materials & Garden Supplies	3.0 %

Education, Training, and Work Experience

Information Unavailable: Information is not available for this sub-heading area and those that follow. Recent changes in the occupational coding structure have resulted in the addition of some newly defined occupations for which data is still needed.

To get a general idea of similar work and worker characteristics, you may refer to an occupation within the same major group (having the same first two digits in the Standard Occupational Classification (SOC) code).

Transferable Work Content Skills

Information Unavailable

Aptitudes

Information Unavailable

Physical Abilities

Information Unavailable

Physical Demands

Information Unavailable

Specialties and Similar Occupations

Information Unavailable

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Office Clerks, General

Occupational Profile for Maine

O*NET 43-9061.00

Job Description

Performs any combination of clerical duties to provide clerical support to office staff, typically in an office environment. Clerical duties may be assigned according to the office procedures of individual establishments, and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing.

Wages

Their average wage in Maine in 2001 was \$10.43 per hour. This would be equivalent to \$1,808 per month or \$21,694 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Office Clerks, General employed in Maine in 2000 was 10,511. It is projected that in 2010 there will be 11,914. This represents a growth rate of 13.3% over this period. Growth plus replacement needs are estimated to average about 342 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Office Clerks, General in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Business Services	10.4 %
Health Services	9.7 %
Engineering & Management Services	5.1 %

Education, Training, and Work Experience

High school (GED), plus on-the-job training

Although most office clerk jobs are entry-level administrative support positions, some previous office or business experience may be needed. Employers usually require a high school diploma, and some require typing, basic computer skills, and other general office skills. Training for this occupation is available through business education programs offered in high schools, community and junior colleges, and postsecondary vocational schools.

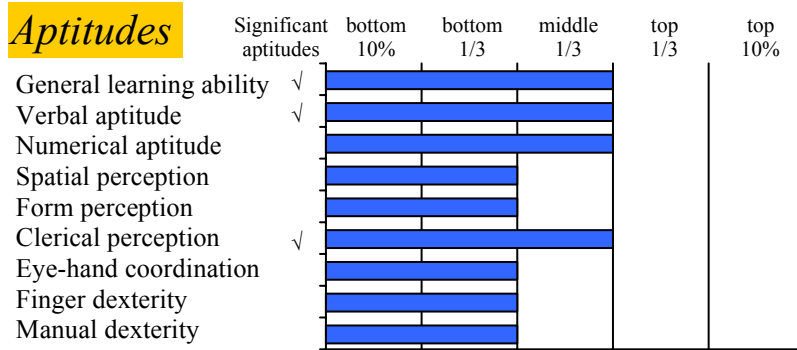
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Health Unit Coordinator/Ward Clerk (51.0703)
- General Office/Clerical and Typing Services (52.0408)
- Business Management and Administrative Services, Other (52.9999)
- on-the-job training

Transferable Work Content Skills

- Operating office machines (basic level)
- Filing documents (basic level)
- Answering business telephone inquiries (basic level)
- Working as a member of an office support team (basic level)
- Preparing and organizing verbal records (basic level)
- Compiling and recording office and business records (basic level)

Aptitudes



Physical Abilities

- Near vision ... (medium level)
- Speech recognition ... (medium level)
- Speech clarity ... (medium level)

Physical Demands

- Sedentary (up to 10 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

• Administrative Clerk (DOT 219.362-010)

Compiles and maintains records of business transactions and office activities of establishment, performing variety of following or similar clerical duties and utilizing knowledge of systems or procedures.

• Animal-Shelter Clerk (DOT 249.367-010)

Assists public to adopt animals in animal shelter and compiles records of impounded animals.

• Career-Guidance Technician (DOT 249.367-014)

Collects and organizes occupational data to provide source materials for school career information center, and assists students and teachers to locate and obtain materials.

• Congressional-District Aide (DOT 209.362-030)

Provides information and assistance to public and performs variety of clerical tasks in office of congressional legislator.

• Insurance Clerk (DOT 219.387-014)

Compiles records of insurance policies covering risks to property and equipment of industrial organization.

• News Assistant (DOT 209.367-038)

Compiles, dispenses, and files newsstories and related copy to assist editorial personnel in broadcasting newsroom.

• Police Clerk (DOT 375.362-010)

Compiles daily duty roster and types and maintains various records and reports in municipal police department to document information, such as daily work assignments, equipment issued, vacation scheduled, training records, and personnel data.

• Property Clerk (DOT 222.367-054)

Receives, stores, records, and issues money, valuables, and other articles seized as evidence, removed from prisoner, or recovered, lost, or stolen property.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Carpenters

Occupational Profile for Maine

O*NET 47-2031.00

Job Description

Constructs, erects, installs, and repairs structures or fixtures made of wood, plywood, and wallboard. Uses carpenter's hand tools and power tools.

Wages

Their average wage in Maine in 2001 was \$13.56 per hour. This would be equivalent to \$2,350 per month or \$28,205 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Carpenters employed in Maine in 2000 was 9,055. It is projected that in 2010 there will be 9,512. This represents a growth rate of 5% over this period. Growth plus replacement needs are estimated to average about 199 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Carpenters in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
General Building Contractors	65.1 %
Special Trade Contractors	11.5 %
Transportation Equipment	5.8 %

Education, Training, and Work Experience

High school preferred, plus long term, on-the-job training

Carpenters learn their trade through on-the-job training, as well as formal training programs. Most pick up skills informally by working under the supervision of experienced workers. Many acquire skills through vocational education. Others participate in employer training programs or apprenticeships. Most employers recommend an apprenticeship as the best way to learn carpentry. The length of the program, usually about 3 to 4 years, varies with the apprentice's skill.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Carpenter (46.0201)
- Construction Trades, Other (46.9999)
- Marine Main. and Ship Repairer (49.0306)
- military services
- apprenticeship
- on-the-job training

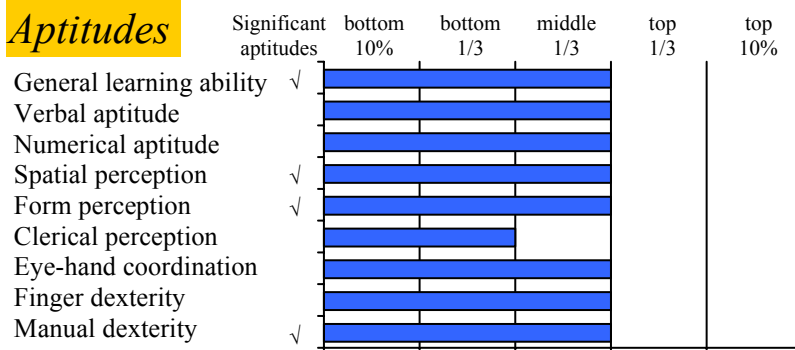
Transferable Work Content Skills

- Sawing materials (medium level)
- Making large fixed structures and objects (high level)
- Repairing large fixed structures and objects (high level)
- Using construction hand and power tools (high level)
- Constructing with brick, stone, and mortar (medium level)
- Following written construction work orders (medium level)
- Working as a member of a construction team (high level)
- Following construction blueprints and plans (medium level)

Physical Abilities

- Static strength ... (medium level)
- Explosive strength ... (medium level)
- Dynamic strength ... (medium level)
- Trunk strength ... (medium level)
- Stamina/endurance ... (medium level)
- Extent flexibility ... (medium level)
- Balance (gross body equilibrium) ... (medium level)
- Near vision ... (medium level)
- Depth perception ... (medium level)

Aptitudes



Physical Demands

- Medium (20 lbs to 50 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Boat Builders and Shipwrights (O*NET 87102E)

Construct and repair ships or boats, according to blueprints.

- Brattice Builders (O*NET 87121)

Build doors or brattices (ventilation walls or partitions) in underground passageways to control the proper circulation of air through the passageways and to the working places.

- Carpenter Assemblers and Repairers (O*NET 87102D)

Perform a variety of tasks requiring a limited knowledge of carpentry, such as applying siding and weatherboard to building exteriors or assembling and erecting prefabricated buildings.

- Carpenter, Maintenance (DOT 860.281-010)

Constructs and repairs structural woodwork and equipment in establishment, working from blueprints, drawings, or oral instructions.

- Carpenter, Mold (DOT 860.381-034)

Constructs and repairs wooden brick-and-tile molds and patterns or constructs wooden forms for molding concrete mixtures in manufacture of concrete products, and performs general maintenance carpentry duties.

- Carpenter, Rough (DOT 860.381-042)

Builds rough wooden structures, such as concrete forms, scaffolds, tunnel and sewer supports, and temporary frame shelters, according to sketches, blueprints, or oral instructions.

- House Repairer (DOT 869.381-010)

Repairs and remodels houses and small buildings, according to blueprints or oral instructions.

- Prop Maker (DOT 962.281-010)

Fabricates and assembles props, miniatures, and sets for motion pictures and theatrical productions from a variety of materials, using handtools and woodworking and metalworking machines and equipment.

- Rough Carpenters (O*NET 87102B)

Build rough wooden structures, such as concrete forms, scaffolds, tunnel, bridge, or sewer supports, billboard signs, and temporary frame shelters, according to sketches, blueprints, or oral instructions.

- Ship Carpenters and Joiners (O*NET 87102F)

Fabricate, assemble, install, or repair wooden furnishings in ships or boats.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- United Brotherhood of Carpenters and Joiners of America - <http://www.carpenters.org>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Security and Fire Alarm Systems Installers

Occupational Profile for Maine

O*NET 49-2098.00

Job Description

Installs, programs, maintains, and repairs security and fire alarm wiring and equipment. Ensures that work is in accordance with relevant codes.

Wages

Their average wage in Maine in 2001 was \$15.60 per hour. This would be equivalent to \$2,704 per month or \$32,448 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Security and Fire Alarm Systems Installers employed in Maine in 2000 was 110. It is projected that in 2010 there will be 159. This represents a growth rate of 44.5% over this period. Growth plus replacement needs are estimated to average about 7 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Security and Fire Alarm Systems Installers in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Business Services	75.0 %
Special Trade Contractors	15.4 %
Local Government, Except Education & Hospitals	6.7 %

Education, Training, and Work Experience

Information Unavailable: Information is not available for this sub-heading area and those that follow. Recent changes in the occupational coding structure have resulted in the addition of some newly defined occupations for which data is still needed.

To get a general idea of similar work and worker characteristics, you may refer to an occupation within the same major group (having the same first two digits in the Standard Occupational Classification (SOC) code).

Transferable Work Content Skills

Information Unavailable

Aptitudes

Information Unavailable

Physical Abilities

Information Unavailable

Physical Demands

Information Unavailable

Specialties and Similar Occupations

Information Unavailable

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, *Occupational Employment Statistics (OES) Program*

Automotive Service Technicians and Mechanics

Occupational Profile for Maine

O*NET 49-3023.00

Job Description

Repairs automobiles, trucks, buses, and other vehicles, according to manufacturers specifications. May repair any part on the vehicle, or specialize in a particular system such as transmissions, brakes, or coolant systems.

Wages

Their average wage in Maine in 2001 was \$12.94 per hour. This would be equivalent to \$2,243 per month or \$26,915 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Automotive Service Technicians and Mechanics employed in Maine in 2000 was 5,026. It is projected that in 2010 there will be 5,505. This represents a growth rate of 9.5% over this period. Growth plus replacement needs are estimated to average about 167 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Automotive Service Technicians and Mechanics in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Auto Dealers & Service Stations	55.7 %
Auto Repair Services and Parking	26.4 %
Wholesale Trade, Durable Goods	3.7 %

Education, Training, and Work Experience

1 to 2 years postsecondary training

Automotive technology is rapidly increasing in sophistication, and most training authorities strongly recommend that persons seeking automotive service technician and mechanic jobs complete a formal training program in high school or in a postsecondary vocational school. However, some service technicians still learn the trade solely by assisting and learning from experienced workers. Postsecondary automotive technician training programs vary greatly in format, but normally provide intensive career preparation through a combination of classroom instruction and hands-on practice. Some trade and technical school programs provide concentrated training for 6 months to a year, depending on how many hours the student attends each week. Community college programs normally spread the training over 2 years. The various automobile manufacturers and their participating dealers sponsor 2-year associate degree programs at postsecondary schools across the Nation.

It usually takes 2 to 5 years of experience to become a journey-level service technician, who is expected to quickly perform the more difficult types of routine service and repairs. However, some graduates of postsecondary automotive training programs are often able to earn promotion to the journey level after only a few months on the job. An additional 1- to 2-years' experience familiarizes mechanics and technicians with all types of repairs.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Automotive Engineering Tech./Technician (15.0803)
- Auto/Automotive Mechanic/Technician (47.0604)
- certification available
- apprenticeship sometimes available

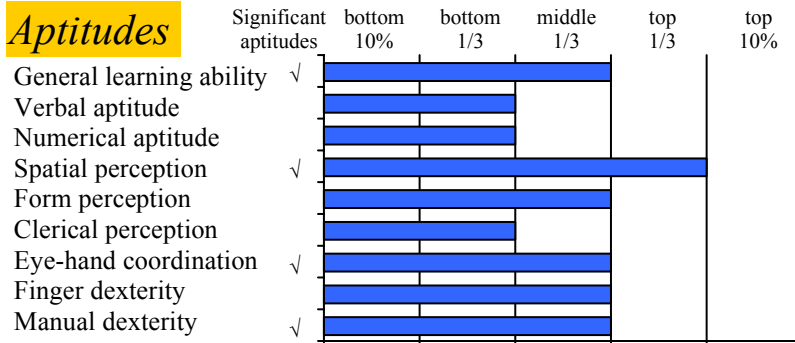
Certification is required to perform state inspections on motor vehicles. For more information, contact:

Department of Public Safety-Maine State Police, Traffic Division, 104 State House Station, Augusta, ME 04333-0042
Tel. (207) 287-8724

Transferable Work Content Skills

- Using electrical/electronic testing instruments (medium level)
- Using mechanics hand and power tools (medium level)
- Repairing mechanical objects (medium level)
- Following written repair work orders (medium level)
- Observing and diagnosing mechanical problems (medium level)
- Operating computerized diagnostic equipment in mechanics (medium level)

Aptitudes



Physical Abilities

- Static strength ... (medium level)
- Trunk strength ... (medium level)
- Extent flexibility ... (medium level)
- Near vision ... (medium level)
- Color discrimination ... (medium level)
- Hearing sensitivity ... (medium level)
- Auditory attention ... (medium level)
- Sound localization ... (medium level)

Physical Demands

- Medium (20 lbs to 50 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

- Air-Conditioning Mechanic (DOT 620.281-010)
Installs and repairs automotive air-conditioning units.
- Automobile-Service-Station Mechanic (DOT 620.261-030)
Repairs and services vehicles of service station customers through performance of any of following tasks.
- Automotive Specialty Technicians (O*NET 85302B)
Repair only one system or component on a vehicle, such as brakes, suspension, or radiator. Exclude transmission mechanics.
- Brake Repairer (DOT 620.281-026)
Repairs and overhauls brake systems in automobiles, buses, trucks, and other automotive vehicles.
- Front-End Mechanic (DOT 620.281-038)
Aligns wheels, axles, frames, torsion bars, and steering mechanisms of automotive vehicles, such as automobiles, buses, and trucks.
- Muffler Installer (DOT 807.664-010)
Replaces defective mufflers and pipes on automobiles, buses, trucks, and other automotive vehicles according to factory or customer specifications, using handtools and power tools.
- Transmission Mechanic (DOT 620.281-062)
Repairs manual and automatic transmissions in automobiles, buses, trucks, and other automotive vehicles.
- Tune-Up Mechanic (DOT 620.281-066)
Tunes automotive vehicle engines to ensure efficient operation.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- Automotive Service Industry Association - <http://www.aftmkt.com>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Truck Drivers, Heavy and Tractor-Trailer

Occupational Profile for Maine

O*NET 53-3032.00

Job Description

Drives trucks that carry materials weighing 3 tons or more.

Wages

Their average wage in Maine in 2001 was \$13.74 per hour. This would be equivalent to \$2,382 per month or \$28,579 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Truck Drivers, Heavy and Tractor-Trailer employed in Maine in 2000 was 11,104. It is projected that in 2010 there will be 11,893. This represents a growth rate of 7.1% over this period. Growth plus replacement needs are estimated to average about 232 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Truck Drivers, Heavy and Tractor-Trailer in Maine in 2001 were:

Industry	Percentage
Trucking and Warehousing	38.2 %
Special Trade Contractors	11.0 %
Miscellaneous Retail Stores	10.3 %

Education, Training, and Work Experience

High school preferred, plus short term, on-the-job training

Many trucking companies prefer to hire high school graduates. State and Federal regulations govern the qualifications and standards for truckdrivers. All drivers must comply with Federal regulations and any State regulations that are stricter than Federal requirements. Truckdrivers must have a driver's license issued by the State in which they live, and most employers require a clean driving record. Drivers of trucks designed to carry at least 26,000 pounds -- including most tractor-trailers, as well as bigger straight trucks -- must obtain a commercial driver's license (CDL) from the State in which they live. Taking driver-training courses is a desirable method of preparing for truckdriving jobs and for obtaining a commercial driver's license. Many private and public vocational-technical schools offer tractor-trailer driver training programs.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Truck, Bus and Other Commercial Vehicle Operator (49.0205)
- on-the-job training
- usually requires chauffeur's license
- apprenticeship

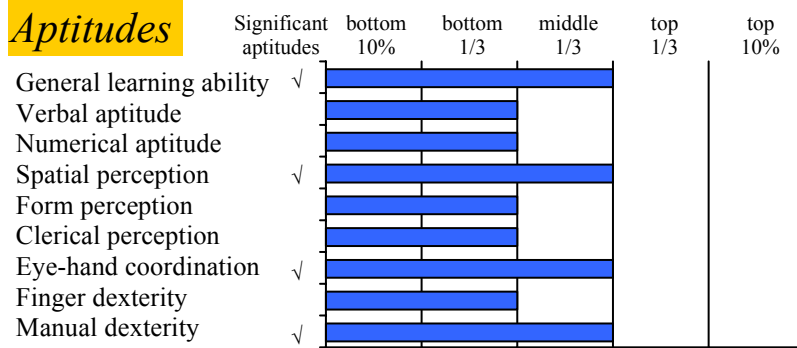
Occupational License is required for most employment in Maine. For more information, contact:

Maine Department of State-Bureau of Motor Vehicles, Driver Licensing & Control, 29 State House Station, 101 Hospital Street, Augusta, ME 04333-0029 Tel. (207) 624-9000

Transferable Work Content Skills

- Operating trains, buses, or trucks to transport people or freight (high level)
- Loading and unloading materials (medium level)
- Following travel directions (medium level)
- Preparing and maintaining work logs and reports (medium level)
- Inspecting vehicles (medium level)

Aptitudes



Physical Abilities

- Static strength ... (medium level)
- Explosive strength ... (medium level)
- Dynamic strength ... (medium level)
- Trunk strength ... (medium level)
- Extent flexibility ... (medium level)
- Near vision ... (medium level)
- Far vision ... (medium level)
- Night vision ... (medium level)
- Peripheral vision ... (medium level)
- Depth perception ... (medium level)

Physical Demands

- Medium (20 lbs to 50 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Concrete-Mixing-Truck Driver (DOT 900.683-010)

Drives truck equipped with auxiliary concrete mixer to deliver concrete mix to job sites.

- Dump-Truck Driver (DOT 902.683-010)

Drives truck equipped with dump body to transport and dump loose materials, such as sand, gravel, crushed rock, coal, or bituminous paving materials.

- Garbage Collector Driver (DOT 905.663-010)

Drives packer-type truck, dump truck, or truck equipped with hydraulic lifting device to collect garbage and trash, and transports load to disposal area. Records mileage and fuel consumption.

- Milk Driver (DOT 905.483-010)

Drives insulated tank truck to transport bulk milk between farms, dairies, and commercial establishments.

- Tank-Truck Driver (DOT 903.683-018)

Drives tank truck to deliver gasoline, fuel oil, lubricating oil, or liquefied petroleum gas to customers.

- Tow-Truck Operator (DOT 919.663-026)

Drives tow-truck to move motor vehicles damaged by accident, stalled, or ticketed by police for traffic violation.

- Tractor-Trailer Truck Drivers (O*NET 97102B)

Drive tractor-trailer truck to transport products, livestock, or materials to specified destinations.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- American Trucking Associations - <http://www.truckline.com>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Truck Drivers, Light or Delivery Services

Occupational Profile for Maine

O*NET 53-3033.00

Job Description

Drives a truck, van, or other vehicle with a capacity under 3 tons to transport materials, products, or people.

Wages

Their average wage in Maine in 2001 was \$11.69 per hour. This would be equivalent to \$2,026 per month or \$24,315 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Truck Drivers, Light or Delivery Services employed in Maine in 2000 was 5,894. It is projected that in 2010 there will be 6,632. This represents a growth rate of 12.5% over this period. Growth plus replacement needs are estimated to average about 155 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Truck Drivers, Light or Delivery Services in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Wholesale Trade, Nondurable Goods	21.6 %
Trucking and Warehousing	13.9 %
Transportation by Air	12.9 %

Education, Training, and Work Experience

High school preferred, plus short term, on-the-job training

Many trucking companies prefer to hire high school graduates. State and Federal regulations govern the qualifications and standards for truckdrivers. All drivers must comply with Federal regulations and any State regulations that are stricter than Federal requirements. Truckdrivers must have a driver's license issued by the State in which they live, and most employers require a clean driving record. In many States, a regular driver's license is sufficient for driving light trucks and vans.

Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- Truck, Bus and Other Commercial Vehicle Operator (49.0205)
- on-the-job training

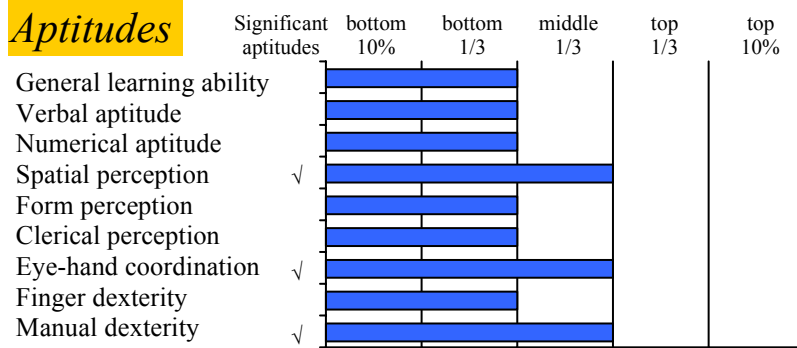
Occupational License is required for most employment in Maine. For more information, contact:

Maine Department of State-Bureau of Motor Vehicles, Driver Licensing & Control, 29 State House Station, 101 Hospital Street, Augusta, ME 04333-0029 Tel. (207) 624-9000

Transferable Work Content Skills

- Operating trains, buses, or trucks to transport people or freight (high level)
- Driving vehicles of less than three tons (high level)
- Loading and unloading materials (medium level)
- Following travel directions (medium level)
- Preparing and maintaining work logs and reports (medium level)
- Inspecting vehicles (medium level)

Aptitudes



Physical Abilities

- Static strength ... (medium level)
- Explosive strength ... (medium level)
- Trunk strength ... (medium level)
- Extent flexibility ... (medium level)
- Near vision ... (medium level)
- Far vision ... (medium level)
- Depth perception ... (medium level)
- Hearing sensitivity ... (medium level)

Physical Demands

- Medium (20 lbs to 50 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

- Escort-Vehicle Driver (DOT 919.663-022)
Drives vehicle equipped with warning lights and signs to escort trucks hauling mobile homes on public thoroughfares.
- Food-Service Driver (DOT 906.683-010)
Drives truck to deliver refrigerated and electric-warming cabinets containing previously prepared meals to airports, and unloads cabinets into airplanes.
- Telephone-Directory-Distributor Driver (DOT 906.683-018)
Drives automobile or truck to transport telephone directories from central storage facilities to distribution area.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>
- American Trucking Associations - <http://www.truckline.com>

Sources: Choices © – A product of Bridges.com.

U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Laborers and Freight, Stock, and Material Movers, Hand

Occupational Profile for Maine

O*NET 53-7062.00

Job Description

Loads, unloads, and moves freight materials at a plant, yard, or other work site.

Wages

Their average wage in Maine in 2001 was \$9.75 per hour. This would be equivalent to \$1,690 per month or \$20,280 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Laborers and Freight, Stock, and Material Movers, Hand employed in Maine in 2000 was 7,658. It is projected that in 2010 there will be 7,780. This represents a growth rate of 1.6% over this period. Growth plus replacement needs are estimated to average about 268 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Laborers and Freight, Stock, and Material Movers, Hand in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Wholesale Trade, Nondurable Goods	14.0 %
Business Services	11.6 %
Wholesale Trade, Durable Goods	8.3 %

Education, Training, and Work Experience

High school preferred, plus short term, on-the-job training

Most material moving jobs require no work experience or specific training. Some employers prefer applicants with a high school diploma. Material movers generally learn skills informally, on the job from more experienced workers or supervisors.

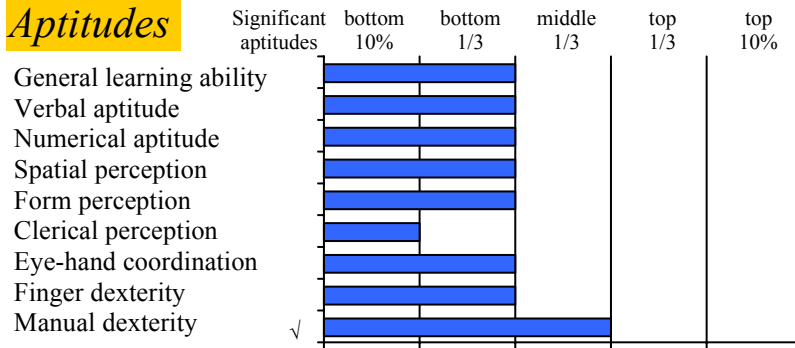
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- on-the-job training

Transferable Work Content Skills

- Moving material by hand or machine (basic level)
- Loading and unloading materials (basic level)
- Following spoken instructions (basic level)

Aptitudes



Physical Abilities

- Static strength ... (medium level)
- Trunk strength ... (medium level)
- Extent flexibility ... (medium level)

Physical Demands

- Heavy (50 lbs to 100 lbs)

Specialties and Similar Occupations (by DOT - Dictionary of Occupational Titles codes)

- Laborer, Concrete-Mixing Plant (DOT 579.665-014)
Performs any combination of following duties in concrete mixing plant.
- Line-Service Attendant (DOT 912.687-010)
Services aircraft prior to flight according to specifications.
- Loader Helper (DOT 914.687-014)
Assists LOADER (any industry) I in pumping liquid chemicals, petroleum products, and other liquids into or from tank cars, trucks, or barges, performing any combination of following duties.
- Lumber Handler (DOT 922.687-070)
Stacks lumber on kiln cars, in yard, or in shed to dry or store, performing any combination of following tasks.
- Material Handler (DOT 929.687-030)
Loads, unloads, and moves materials within or near plant, yard, or work site, performing any combination of following duties.
- Supplies Packer (DOT 919.687-022)
Transports supplies and equipment by pack animals to places inaccessible by other means of transportation. Assembles equipment, loads and straps it on animals to prevent dislodgment during transit. Leads animals to destination.
- Truck-Driver Helper (DOT 905.687-010)
Assists TRUCK DRIVER, HEAVY (any industry) by performing any combination of following tasks.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program

Packers and Packagers, Hand Occupational Profile for Maine

O*NET 53-7064.00

Job Description

Packs or packages a wide variety of products and materials by hand. May use hand tools or packaging equipment.

Wages

Their average wage in Maine in 2001 was \$8.05 per hour. This would be equivalent to \$1,395 per month or \$16,744 per year, assuming a 40-hour week worked throughout the year.

Employment

The estimated number of Packers and Packagers, Hand employed in Maine in 2000 was 4,645. It is projected that in 2010 there will be 5,026. This represents a growth rate of 8.2% over this period. Growth plus replacement needs are estimated to average about 156 openings per year. This does not, however, take into account how many workers will be competing for those openings.

Industry Sectors (by SIC - Standard Industrial Classification codes)

The industries that employed the largest number of Packers and Packagers, Hand in Maine in 2001 were:

<i>Industry</i>	<i>Percentage</i>
Food Stores	43.3 %
Miscellaneous Retail Stores	13.8 %
Food & Kindred Products	9.6 %

Education, Training, and Work Experience

High school preferred, plus short term, on-the-job training

Most material moving jobs require no work experience or specific training. Some employers prefer applicants with a high school diploma. Material movers generally learn skills informally, on the job from more experienced workers or supervisors.

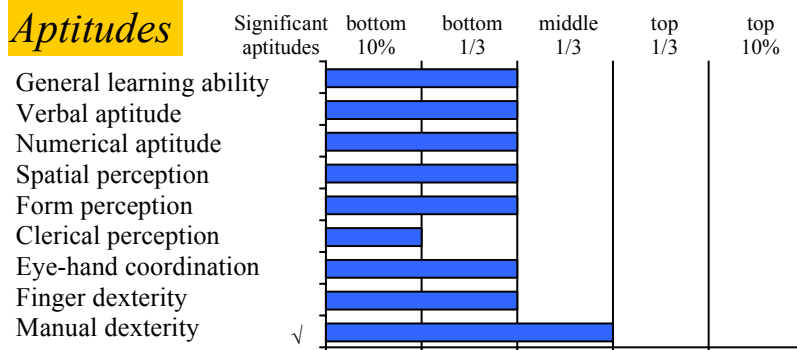
Related Education Programs and Notes. (by CIP - Classification of Instructional Programs codes)

- no educational or training requirements
- work is learned on-the-job

Transferable Work Content Skills

- Filling and packing containers (basic level)
- Feeding and removing products in machines (basic level)
- Loading and unloading materials (basic level)
- Weighing and marking products (basic level)
- Following spoken instructions (basic level)
- Inspecting materials to check standards (basic level)
- Sorting products and materials (basic level)
- Inspecting products and materials (basic level)

Aptitudes



Physical Abilities

- Static strength ... (medium level)

Physical Demands

- Light (10 lbs to 20 lbs)

Specialties and Similar Occupations

(by DOT - Dictionary of Occupational Titles codes)

- Bagger (DOT 920.687-014)
Bags groceries at grocery store.
- Bander, Hand (DOT 929.687-058)
Fastens plastic or metal bands around stacks, bundles, or palletized articles prior to storage or shipment, using strapping tool and clamps.
- Packer, Agricultural Produce (DOT 920.687-134)
Packs agricultural produce, such as bulbs, fruits, nuts, eggs, and vegetables, for storage or shipment, performing any combination of following duties.
- Packing-Line Worker (DOT 753.687-038)
Performs any combination of following tasks as member of conveyor line crew to finish and pack plastic or rubber footwear.
- Poultry-Dressing Worker (DOT 525.687-082)
Weighs, wraps, and prepares poultry for shipment or storage, performing a combination of tasks.
- Shoe Packer (DOT 920.687-166)
Packs paired shoes, according to case number, in cartons for shipment. May inspect shoes for defects prior to packing.

Web Sites

- Labor Market Information Services - <http://www.Maine.gov/labor/lmis/>
- Occupational Outlook Handbook - <http://stats.bls.gov/oco/home.htm>

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U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) Program